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AIR CONTRACTING

Administrative Handbook

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UNITED STATES POSTAL SERVICE
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March 1986

U.S. POSTAL SERVICE
Washington, DC 20260-7132

AIR CONTRACTING ADMINISTRATIVE HANDBOOK
Handbook PO-507

Transmittal Letter 1
March 1, 1986

A. MATERIAL TRANSMITTED

This transmits the first issue of new Handbook PO-507, Air Contracting Administrative Handbook. This handbook replaces Handbook M-31, Domestic Air Service Instructions.

B. PURPOSE

This handbook provides policy guidance and operating instructions in the air contracting area of transportation services.

C. DISTRIBUTION

1. Initial. This handbook is being distributed to the five regional offices, each management sectional center (msc), and each airport mail facility (amf).

2. Ordering Copies. Additional copies can be ordered on Form 7380, Supply Center Requisition, from the area supply centers.

D. COMMENTS AND QUESTIONS

1. Content. Address any comments or questions concerning the content of this directive to:

Office of Transportation and
International Services, Room 7912
USPS Headquarters
Washington, DC 20260-7132

2. Clarity. Send any suggestions concerning this directive's organization or language to:

Document Control Division
USPS Headquarters
Room 2810
Washington, DC 20260-1571

William A. Campbell, Jr.
Assistant Postmaster General
Mail Processing Department

READEX FICHE

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TABLE OF CONTENTS

CHAPTER 1 - INTRODUCTION

110 Contracting for Air Service
120 Segment Contracts
130 System Contracts
140 Support Systems

CHAPTER 2 - AIR CONTRACTING ORGANIZATIONAL STRUCTURE AND ADMINISTRATIVE RESPONSIBILITIES

210 General
220 Contracting Officer
230 Contracting Officer Representatives
    231 General Manager, Logistics Division
    232 Manager, Transportation Management Office
    233 Administrative Official

CHAPTER 3 - SEGMENT CONTRACTING

310 General
320 Contractual Terms
330 Contractual Responsibilities
    331 General
    332 Postal Service Responsibilities
    333 Contractor Responsibilities
    334 Additional Contractor Responsibilities
340 Dispatching Mail Under Segment Contracts
    341 Mail Processing Unit
    342 Air Contract Dispatch Unit at Origin GMFs or AMFs
    343 Contract Assignment
    344 Container Assignment
    345 Loose Sack Assignment
    346 Monitoring Contract Minimum/Maximum Weight
    347 Production and Distribution of the Air Contract Transportation Manifest
    348 Tender of Mail to Contractor
    349 Transmission of Origin Record
350 Mail Requiring Special Handling or Recording
    351 Registered Mail
    352 Hazardous Materials
    353 Perishable Mail
    354 PAL Mail
    355 International Mail/Military Mail
    356 Express Mail
360 Excess Mail over Contract Maximum Weight
    361 General
    362 Alternate Transportation
    363 Emergency Contracting for Excess Mail Tender
370 Receiving Mail Under Segment Contracts
    371 Air Contract Dispatch Unit at Destination GMFs or AMFs
    372 Incoming Procedures

- 373 Procedures for Handling Mail with Missing or Damaged ACT Tags
- 374 Transmission of Destination Data
- 375 Daily O/D Record Matching Process at the St. Louis PDC
- 376 Error Reports/Irregularity Adjudication

380 Irregularities
- 381 General Processing of Irregularities
- 382 Irregularity Procedures
- 383 Performance Monitoring

390 Contract Administration
- 391 Distribution of Contracts
- 392 Maintaining Contract Files
- 393 Contract Changes
- 394 Termination or Suspension

CHAPTER 4 - SYSTEM CONTRACTING

410 General

420 Contractual Terms

430 Contractual Responsibilities
- 431 General
- 432 Postal Service Responsibilities
- 433 Contractor Responsibilities
- 434 Additional Contractor Responsibilities

440 Dispatching Mail Under Carrier Route System Contracts
- 441 Transfers
- 442 Mail Processing Unit (MPU)
- 443 Air Contract Dispatch Unit at Origin GMFs or AMFs
- 444 Contract Assignment
- 445 Loose Sack Assignment
- 446 Monitoring Contract Weight
- 447 Production and Distribution of the Air Contract Transportation Manifest
- 448 Tender of Mail to Contractor
- 449 Transmission of Origin Record

450 Mail Requiring Special Handling or Recording
- 451 Registered Mail
- 452 Hazardous Material
- 453 Perishable Mail
- 454 PAL Mail
- 455 International Mail/Military Mail
- 456 Express Mail

460 Alternate Transportation

470 Receiving Mail Under System Contracts
- 471 Air Contract Unit at Destination GMFs or AMFs
- 472 Incoming Procedure
- 473 Procedures for Handling Mail with Missing or Damaged ACT tags
- 474 Transmission of Destination Data
- 475 Daily O/D Record Data Matching Process at the St. Louis PDC
- 476 Error Reports/Irregularity Adjudication

480 Irregularities
- 481 General Processing of Irregularities
- 482 Irregularity Procedures
- 483 Performance Monitoring

490 Contract Administration
- 491 Distribution of Contracts

492 Maintaining Contract Files
493 Contract Changes
494 Termination or Suspension

CHAPTER 5 - GROUND HANDLING OF MAIL

510 General
  511 Purpose
  512 Time Allowances for Mail Handling
  513 Responsibilities
520 Establishing Ground Handling Times at Airports
  521 Requirements
  522 Procedures
  523 Operational Guidelines and Testing
  524 Testing Procedures
  525 Listing of Sequence of Operations
  526 Submission of Test Results
  527 Approval
530 Ramp Service Management
  531 Ramp Clerk Operations
  532 Responsibilities of AMF Operations Managers Over Ramp Clerks
  533 Air Dispatch Postal Units Without Ramp Clerks
  534 Safety Equipment and Firearms Regulations

CHAPTER 6 - AIR TRANSPORTATION TRAINING

610 PURPOSE
620 Application
630 Specialized Training
  631 International/Military Mail
  632 Hazardous Materials
640 Training Time and Records
650 Organizational Responsibility
660 Guide for Instructors

CHAPTER 7 - OPERATIONAL INFORMATION

710 GENERAL
720 Frequencies Used on Air Schedules
730 Two-Letter State Abbreviations
740 Airport Mail Facilities
  741 Description
  742 Types of AMFs
750 AMF and Air Stop Point Visits
  751 Responsibility
  752 Purpose
  753 Scheduling
  754 Report Requirement
760 Listing of Authorized Airports
770 Listing of Air Contractors With Two-letter Identification Codes
780 Ground Handling and Transfer Times

CHAPTER 8 - CONTRACT PAYMENT ADJUSTMENTS

810 Purpose
  811 General

820 Administrative Responsibilities
830 PS Form 7440

CHAPTER 9 - Exceptional Procedures

910 General
920 ACDCS Contingencies
    921 Irregular Operations
    922 Reassignment of Mail
    923 Misassignment
930 Operations at Bypass Sites
940 Integrated Sites (Reserved)
950 Limited Dispatch Facilities
960 Remote Sites
970 ACDCS System Management
    971 Guidelines to Good System Management and Maximum Performance
    972 System Console Log
    973 Security
    974 Reporting Problems to St. Louis PDC Customer Support Branch
    975 USPS Responsibilities for Equipment Maintenance
980 ACDCS Reference Library
990 St. Louis Reports

APPENDIX A - GLOSSARY

EXHIBITS

INDEX

CHAPTER 1 - INTRODUCTION

110 CONTRACTING FOR AIR SERVICE

With the discontinuance of the Civil Aeronautics Board (CAB) on January 1, 1985, the United States Postal Service (USPS) entered into contracts with the air industry to preserve air lift mail service using two separate and distinct types of contracts: segment and system.

120 SEGMENT CONTRACTS

121 To accommodate some 80 percent of our air dispatch volume, the Postal Service negotiated segment contracts with interested carriers. There are about 2,600 segments (i.e., origin/destination pairs). Each contains one or more windows of service which list the specific requirements of transportation service. They also list the latest time mail will be tendered to a contractor, a minimum/maximum tender, and the latest time mail may be delivered at destination.

122 The Postal Service is required in every case to pay a contractor the negotiated minimum tender while the contractor is obligated to block space up to the maximum tender. Rates applicable are stated in dollars per pound applying on both loose sack dispatches and container dispatches. All contracts are required to have a loose sack rate while container rates are optional.

To accommodate 20 percent of air dispatch volume, the Postal Service advertised for system contracts with interested carriers. These contracts apply over a contractor's entire network. This method of contracting covers some 22,000 segments of service with a volume of less than 300 pounds per day from each origin to destination. There are no windows of service, as in segment contracts. Therefore, mail is dispatched to a flight. Rates applicable are stated in dollars per pound. This figure is multiplied by the pounds and then by the distance known as great circle miles.

To aid in the dispatch of mail under each contract an extensive support system has been developed and installed at all air mail facilities (AMFs) and certain general mail facilities (GMFs) dispatching airlift mail directly to contractors. In conjunction with the host computer resident at the St. Louis PDC, this equipment will:

a. Assign mail to contracts in accordance with NASS dispatch and routing reports.

b. Produce a dispatch document replacing Forms 2729, Weekly Summary of Loose Sack Mail Dispatched and 2770, Weekly Summary of Air Container Dispatches.

c. Record receipt of mail at destination (i.e., verify service performed.)

d. Compute transportation charges.

e. Produce irregularity reports.

f. Produce performance reports.

g. Monitor dispatch discipline.

h. Track budget and cost.

CHAPTER 2 - AIR CONTRACTING ORGANIZATIONAL STRUCTURE AND ADMINISTRATIVE RESPONSIBILITIES

210 GENERAL

Following is a representation of the organizational structure listing the specific responsibilities for the Contracting Officer, contracting officer representatives and administrative officials in air contract administration.

220 CONTRACTING OFFICER

221 Delegation of Authority. Subject to the delegation of authority contained in Publication 41, Postal Contracting Manual, section 19.117, the contracting officer for system contracts is the Director, Office of Transportation and International Services, USPS Headquarters, Washington, DC. For segment contracts, the contracting officer is the TMO manager for the origin facility.

222 Specific Responsibilities. The contracting officers' responsibilities are:

a. Issue solicitations for transportation and related services.

b. Negotiate and award contracts.

c. Establish and implement programs and/or policies which may be published in the solicitation, Management Instructions, Postal Bulletin, or any other means available.

d. Issue specific instructions to field managers.

e. Review contractor performance from reports.

f. Hear appeals from contractors on actions taken or decisions made by field managers.

g. Resolve conflicts arising between field managers.

h. Meet with field managers on a periodic basis to discuss improvement in service.

i. Assess penalty actions against contractors based on reports furnished by the various general managers, Logistics Division.

j. Designate contracting officer representatives (CORs) and assign functional responsibilities.

k. Amend contracts except as otherwise provided herein.

l. Process Form 7440, Contract Route Service Order, as required. (see Chapter 8 for procedures.)

m. Maintain written memoranda pertaining to communications with contractors.

230 CONTRACTING OFFICER REPRESENTATIVES (COR)

231 General Manager, Logistics Division

231.1 The primary function of the General Manager and the Logistics Division staff is to ensure that air contracts are properly administered by subordinate managers, transportation management offices (TMOs) and administrative officials, (AOs). The General Manager is also responsible for coordinating the air transportation service activities of field managers.

231.2 Specific Responsibilities. The General Manager, Logistics Division (GMLD) has specific responsibilities to:

a. Supervise and instruct TMO managers regarding air contract administration.

b. Ensure that mail is dispatched in accordance with contract agreements.

c. Act as liaison between field managers and the contracting officer for system contracts.

d. Ensure that all necessary forms are prepared properly.

e. Review contractor performance using automated performance reports and irregularity reports.

f. Review irregularities for system contracts and confer with contractors for adjudication purposes.

g. Forward all recommended penalty actions from irregularities for system contracts to the contracting officer for action.

h. Confer with other General Managers, Regional Logistics Divisions to discuss improvement in inter-regional air transportation service.

231.2

i. Establish procedures for review of segment contract changes by TMO managers for approval or disapproval.

j. Process Form 7440 as required. See Chapter 8 for procedures.

k. Maintain written memoranda pertaining to communication with contractors.

l. Establish procedures to ensure that accidents, incidents (e.g. bomb threats, work stoppages, airport closures) are promptly reported by postal personnel in charge of local offices to the GMLD and to the local office of the Inspection Service.

232 Manager, Transportation Management Office (COR) - System Contracts

232.1 In addition to the General Managers, Logistics Division, all TMO Managers will be appointed as contracting officer representatives with specific functions enumerated in 232.2(a-m).

232.2 TMO managers' specific responsibilities are to:

a. Review contractor performance using automated performance reports and irregularity reports.

b. Review irregularity reports furnished by administrative officials to determine effect of routing and dispatching mail.

c. Ensure that mail is dispatched properly under both types of contracts.

d. Ensure proper dispatch planning by maintaining the National Air and Surface System (NASS).

e. Act as Contracting Officer (CO) to execute emergency contracts for air transportation service subject to the limitations shown in Publication 41, section 19.117.

f. Process Form 7440 as required. (See Chapter 8 for procedures.)

g. Maintain written memoranda pertaining to communications with contractors.

h. Monitor dispatch discipline performance.

i. Budget necessary funds for Air Transportation and monitor budget performance.

j. Investigate other service and cost effective means of transportation as replacement service.

k. Amend segment contracts except as otherwise provided herein.

l. Assess penalty actions against segment contractors based on reports furnished by AOs.

m. Issue specific instructions to field managers.

233 Administrative Official

233.1 Manager, Airport Mail Facility (AMF) or Postmaster, Air Stop Point Administrative Official (AO). The administrative official generally will be the AMF Manager. However, at air stop points where there is no AMF Manager, the local postmaster will be considered as the administrative official.

233.2 Responsibilities. Administrative official's specific responsibilities are to:

a. Ensure the tender, transfer, receipt, and required distribution of mail processed through the facility.

b. Ensure that dispatch and payment documents are properly prepared.

c. Ensure that mail is transported in accordance with contractual obligations.

d. Prepare performance and other required reports for submission to the respective TMO.

e. Communicate directly with contractors concerning local operations and keep the TMO manager advised of the details of these communications.

f. Determine and coordinate with the local postmaster, personnel requirements, work schedules, and work force adjustments to meet service needs.

g. Follow all instructions issued by TMO managers, General Managers, Logistics Division, or the Contracting Officer concerning the administration of air contracts.

h. Review irregularity reports to determine if they are valid.

i. Conduct meetings with air contractor representatives to adjust irregularities.

j. Forward all recommended system contract irregularity reports to the respective General Manager, Logistics Division.

k. Make recommendations to the respective TMO manager concerning changes to existing segment contracts.

l. Make arrangements for emergency contracts. Note: The Administrative Official (AO) has the authority to commit the Postal Service to emergency agreements.

m. Process Form 7440 as required. (See Chapter 8 for procedures.)

n. Maintain written memoranda pertaining to communications with contractors.

o. Perform bulk mail acceptance functions for the local post office as directed by the GMLD.

p. Maintain security and accountability for Full Function Data Entry Device.

11

CHAPTER 3

SEGMENT CONTRACTING

310 GENERAL

This chapter details the administrative and operational tasks in tendering mail to air contractors under segment contracts. Because of the large volume of mail that is dispatched under segment contracts, contract requirements and dispatch procedures must be fully understood.

Approximately 2,600 origin/destination (O/D) pairs are under a segment contract. Within each of these segments there may be one or more windows of service. Contractual terms are as follows:

a. Origin/Destination. The origin point of a segment contract is that AMF or other postal facility where mail is first tendered to the contractor for transport. The destination point is that facility where the contractor is required to effect final delivery to the USPS.

b. Minimum/Maximum Tender of Mail (Stated in Pounds). The minimum is that weight guaranteed by the USPS for payment; the maximum is that weight for which the contractor will guarantee space.

c. Rates (Stated in Dollars Per Pound). Each contract contains a line haul rate and a terminal handling rate for loose sack mail. In addition, it may include a line haul rate and terminal handling rate for containerized mail.

d. Service Requirements. These are stated as the latest times mail will be tendered to a window of service at origin and the latest times mail can be delivered to the Postal Service at destination. These will generally be AM and PM windows.

e. Frequencies for Each Window of Service. A frequency such as Tuesday through Friday will be stated for a window while the other days of the week will be separate windows.

f. Number of Pickups. The number of pickups required for a segment contract will be designated for each window of service. Pickup times for each window of service will be arranged by local agreement.

g. Subcontractors. A prime contractor may use the service of another air carrier as a subcontractor, under their own agreement. The contractor must notify the Postal Service when a subcontractor will be used before service commences. The prime contractor will be held accountable for the service performed by a subcontractor under this contract. Compensation will be made to the prime contractor.

320h. Multiple Service. Multiple service within a window will probably occur on heavy volume segments requiring dispatch of mail to more than one contractor. An extensive, fully automated system which tracks all tenders and flags the approach to the maximum tender has been developed to aid in this process.

330 CONTRACTUAL RESPONSIBILITIES

331 General. Both the Postal Service and each contractor have certain contractual responsibilities which are enumerated in this section.

332 Postal Service Responsibilities

332.1 Mail must be tendered to all contractors participating in service for each window observing their minimum/maximum tender. Should we not make the minimum, we will be paying money needlessly. On the other hand, we are not to exceed the maximum tender to a contractor unless he is willing to accept such excess at the established rates (see procedures for dispatching excess in 360).

332.2 For service performed, we are bound to compensate the contractor according to established contractual rates.

332.3 The General Provisions of each contract specify an appeal process for any adverse action taken against him or for settlement of claims arising from the performance of the contract.

332.4 The Postal Service is accountable for any equipment belonging to a contractor while it is in our possession or otherwise in our control.

332.5 The Postal Service is obligated to furnish a billing or routing document, identified as a manifest, to a contractor when mail is tendered.

333 Contractor Responsibilities

333.1 All contractors will be required to pick up mail at AMFs or other designated areas up to and including the latest time shown for a particular window.

333.2 The number of pickups required by the contractor is stated in the contract.

333.3 The time for each pickup, except the latest pickup, will be subject to local agreements, in that AMF managers or postmasters will determine pickup times and contractors will be obligated to observe these times.

333.4 The contractor is responsible for all other terminal services such as sortation, as necessary, loading and unloading aircraft, and delivery to the Postal Service at destination.

333.5 When container rates are given in a contract, the contractor must ensure that containers are furnished. Each contract will specify type and number of containers assigned to each window. They must also be furnished in advance as directed by the local AMF manager or postmaster.

333.6 When container rates are not in the contract the TMO may negotiate for containers to be paid for at an appropriate rate.

333.7 Contractors must transport mail on flights operating within the windows of service stated in their contracts. Any delayed deliveries will be recorded by the Air Contract Data Collection System (ACDCS) and will generate an Irregularity Report. A description of the ACDCS and its functions is presented in another portion of this handbook.

333.8 All contractors are subject to 100 percent accountability in that there will be a record of all mail tendered at origin and delivered at destination.

333.9 Contractors are also accountable for damages suffered by the Postal Service in performance of service under a contract.

334 Additional Contractor Responsibilities. All contractors providing services for the USPS have certain additional responsibilities for the proper handling of mail and postal equipment which apply to both types of contracts. These responsibilities are enumerated in 434.

340 DISPATCHING MAIL UNDER SEGMENT CONTRACTS

341 Mail Processing Unit (MPU)

341.1 Definition. For this purpose, MPUs are defined as those units that process and prepare all mail classes/types for air dispatch. This includes all units whether their location be inside or outside a general mail facility (GMF) or an airport mail facility (AMF).

341.2 Tieout of Mail. The NASS Tieout Times Report will determine when the tie-out of mail must be completed at each operation within the MPU in order to meet planned dispatch.

341.3 Application of the Air Contract Transportation tag (ACT tag) at the MPU (Exhibit 11). To complete the preparation of all pieces of mail (sacks, trays, outsides, and USPS register container(s) for transport to the air contract dispatch unit at a GMF or an AMF, the following must occur:

a. Attach the basic preprinted Air Contract Transportation tag (ACT) to all pieces of mail by mail class/type. All registered mail will have either a barcoded label or ACT tag attached (see 351.31).

b. Tags will be stored for use (as determined by local management) in the appropriate mail processing tie-out areas for ease of application. This includes all pouch racks, outside sortation areas, tray banding units and registry sections. Detailed procedures for identification of registered mail are defined in section 351.31.

c. Attachment of the tags will be determined by reference to the NASS Dispatch Report by Destination/Operation and the NASS Labeling Report.

d. Physical attachment to pieces will be on the top of all outsides. Attachment to sacks will be at the top, by applying the tag to the molded plastic holder. Attachment to trays will also be on the top.

e. Tags may be provided to private mailers so long as proper control can be maintained. The mailer must be provided an accurate list that reflects the proper ACT tag to be applied, by destination and mail class.

f. Contingency "Generic" ACT tags are to be used when a supply of ACT tags is not available for a destination (Exhibit 11A).

g. Unique ACT tags are to be used for mail destined to JFK. They will be selected by the three-digit destination ZIP Code (Exhibit 11B).

h. If Registered Mail is also perishable or hazardous material, the ACT tag will show R for the mail class. The designated AMF/GMF personnel must then take the following steps:

(1) Check the Planned Routes File to determine if the next routing for registered mail will accommodate haz-mat/perishable mail.

(2) If the next planned routing is acceptable, scan the ACT tag and follow normal loose sack dispatch procedures.

(3) If the next planned routing for registered mail will not accommodate haz-mat or perishables, select the first available routing by which the mail can be dispatched and follow normal operational procedures. It may be necessary to hold that mail until a contract is open and normal scanning operations can occur. Alternate transportation may be required.

i. If Express Mail is also hazardous material or perishable, the ACT tag selection will show H or G, as appropriate.

341.4 Distribution Labels

.41 Operation managers and supervisors are responsible for ensuring that each pouch, sack, tray, outside piece or container is properly labeled and tagged.

.42 All labeling and tagging will be in accordance with NASS reports.

.43 Color coded labels used by the USPS show the expected delivery day (Monday-Saturday). All mail dispatched from one post office to another must be programmed to the code. A different color label is used by the dispatching post office to designate the expected delivery day of the mail in the pouch, sack or tray. This will be based on the service standard established for a particular class of mail.

.44 Color codes for slide labels are:

Monday - Blue
Tuesday - Orange
Wednesday - Green
Thursday - Violet
Friday - Yellow
Saturday - Pink

.45 AMF operations managers and air stop point supervisors will notify the TMO manager of any mail which consistently does not arrive in accordance with the established color code.

341.5 Mail at the MPU must be sorted and staged as follows:

a. To the extent possible, the MPU will sort and stage mail that is to be transported via air by destination.

b. All mail not requiring special handling or recording and planned to be loaded in air contractor containers will be sorted and staged by destination. These containers may be loaded either at the GMF or at the AMF.

341.5

c. USPS containers (GPMCs, etc.) used to transport the mail must be clearly marked as to contents/destination. In the event USPS containers (GPMCs, etc.) cannot be made up to a destination, mixed loads are permissible. However, they should also be clearly marked as Mixed Air Contractor Containers or Mixed Loose Sack.

d. NASS Dispatch Reports will indicate the mail and destinations that are planned to be loaded into air contractor containers or planned for loose sack dispatch. Container dispatches will be identified on the reports by a "C" in the Special Code field.

341.6 Transport to Air Contract Dispatch Unit at AMFs

.61 Transportation, Postal Vehicle Service or Highway Contract Routes, must be scheduled to be compatible with air contracts. Schedules must be planned to ensure that the USPS meets the contractual commitment regarding contract tender time, and in-house processing time (closeout time). Equipment size must be planned for the same reason.

.62 If transportation cannot meet the schedule, the AMF must receive a notification of delay, destination of mail, and volume. If delay occurs before dispatch, the responsible GMF employee must notify both the GMF and AMF. If delay occurs enroute, the PVS driver or HCR contractor must notify both the GMF and AMF. Both PVS drivers and HCR contractors must be held accountable for immediate and proper notification.

342 Air Contract Dispatch Unit at Origin GMFs or AMFs. Induction Point at GMF or AMF. At this point mail will be unloaded, sorted and transported to specific areas for induction into the ACDCS for processing and contract assignment, as follows:

342a. Mail arriving at AMF/GMF and not identified, container or loose sack, will be separated by visually scanning the destination and determining the method of movement by a comparison with the facility's planned contract routes by destination.

b. Visually verify that an ACT tag is attached to each piece of mail. If it is attached, direct as follows:

(1) Mail not requiring special handling or recording will be directed to the air contractor container loading area or to the loose sack contract assignment area. Procedures for loose sack or container assignment will be followed.

(2) Mail requiring special handling or recording will be directed to the appropriate area (see 350).

c. If an ACT tag is not attached to a piece of mail to be dispatched loose sack, direct mail to the ACT tag assignment area for application and proceed as follows:

(1) Visually scan the distribution label destination ZIP Code/mail class. Determine the ZIP Code/mail class and compare this with the NASS Dispatch Report to ascertain the correct three-letter destination alpha code to which the mail is to be dispatched.

(2) Select and apply correct ACT tag for destination/mail class and direct mail to separation/contract assignment area.

343 Contract Assignment

343.1 Assignment of mail to a contract will be based on and accomplished by each site's Planned Routes File (Screen 2.4.2). The Planned Routes File will include all NASS planned air contract dispatches and the air contract data necessary for mail to be assigned to a contract. The Planned Routes File will be part of each site's ADP data base for the automatic assignment of loose sack mail and air contractor containers. Each site's Planned Routes File will be updated weekly by the TMO and transmitted to each site, from the St. Louis Postal Data Center (PDC). The following are available via CRT screen and, as necessary, as hard copy produced on site:

a. Basic Planned Routes File--Frequency, Mail Class and Closeout Time fields may be edited for the following service week (Saturday through Friday) providing that no daily records have been built; this should be done no later than midnight of the preceding Thursday.

b. Daily Planned Routes File--May be edited on daily basis.

c. Planned Air Contract Transportation Dispatch Report (weekly report from St. Louis PDC).

343.2 Basic contract assignment for each piece of mail (sack, tray, outside, USPS container, air contractor container) will be accomplished by scanning its ACT tag with a laser scanning device. The device will read the bar coded destination/mail class and transmit the data to the site's ADP equipment where it will be matched with the next planned air contract for the mail class to the destination, in time sequence. The data will be converted to applicable frequencies to ensure the contract frequency matches, and the time will be calculated to ensure that it is within the closeout time range. The ADP equipment will assign and produce the routing label to apply to the ACT tag and will notify the air dispatch unit via CRT screen if there are no contracts available to a destination (see 362). NOTE: All induction unit employees must watch for mail that already has a routing label applied to the ACT tag. These pieces must be culled from the system to determine the appropriate handling. At no time should a second routing label be applied to a piece of mail.

343.3 Closeout time is a part of the Planned Routes File, is updated by the TMO, and is defined as:

a. The time all available mail must be assigned to a segment contract. No assignment will be made at or after this time for the day/frequency. This is necessary to ensure that all mail assigned to a contract can meet and be available for final pickup for the contract's tender time.

b. Closeout processing time in minutes is a NASS data element and will be locally determined as follows:

(1) AMF Site: Time in minutes to process one piece of mail beginning at scan (dispatch assignment) to making it available for air carrier pickup at a designated point.

(2) GMF Site: Time in minutes to process one piece of mail beginning at scan (dispatch assignment) to making it available for highway transport plus the time in minutes necessary for highway transport from the GMF site to the airport, making the mail available for air carrier pickup at a designated point.

c. This processing time will be deducted from the contract tender time and form the closeout time for the Planned Routes File. This time will be entered into the NASS data base by the TMO for the facility.

EXAMPLE

Closeout/Processing Time	Segment Contract Tender Time	Segment Contract Closeout Time
30 minutes	0800	0730

344 Container Assignment

344.1 Air dispatch units will designate a specific area for container loading and assignment and will designate a specific area for contractor pickup, delivery and storage (including pallet supporter). They will coordinate same with contractors to ensure contract requirements are met.

344.2 Containers may be available for a window under the following conditions:

a. One contractor, one container; mail will be loaded carefully (bricklaid) into the container, fully utilizing the internal dimensions.

b. One contractor, multiple containers; they may be loaded simultaneously, but they must be fully utilized to the extent possible.

c. Multiple contractors, varying numbers of containers; they may be loaded simultaneously. If it can be determined that all containers will not be used, the lowest cost container should be loaded first.

.21 To determine air container contracts by destination and number and type, the designated AMF/GMF personnel in the container loading area may access ACDCS container processing, screen 5.0, or Daily Planned Routes File, Screen 2.4.2.1, and inquire by Destination and "Containers Available" = "Y."

.22 To display all available container contracts and container types to a destination the designated AMF/GMF personnel will key enter the destination via CRT screen. The following will be displayed (Screen 5.1.1).

a. Contract Number

b. Tender Time

c. Delivery Time

d. Container Type

e. Number of Containers

344.23 Maintenance of the air contract container inventory is optional. As air contractor containers are delivered to the storage area, they are entered into the Air Contractor Container Inventory via CRT key entry. Empty containers will be placed at designated loading areas as far in advance of contract closeout time as possible by contract and destination. (NOTE: If a contractor delivers a container belonging to another contractor, the contractor owning the container must authorize the use and be notified of the serial number, destination, and identity of the contractor using the container.)

.24 If proper containers (as listed in the air contract) are made available they are added to the container inventory (Screen 5.2). Data entry will include contractor code, container type, and the number of containers.

.25 If an air contract has multiple containers and only a portion of them are provided, those provided are added to the container inventory.

.26 The designated AMF/GMF personnel will check the container inventory, via Screen 5.2, to determine whether the appropriate type and number of containers are available by contract.

.27 If the proper containers are not available for a contract, a check must be made with the contractor to determine if he will make them available or if he intends to replace them with substitutes.

.28 A contractor may elect to substitute containers if the capacity of the substituted containers is equal to or greater than those specified in the contract. In that event, the temporary container portion of the Daily Planned Routes File must be completed, with the number and type (Screen 2.4.2). If there is any deviation from the number and type of containers contracted for, all containers to be used in the window must be entered in the temporary container portion of the Daily Planned Routes File (type and number). Temporary replacement containers will be automatically deleted from the file after the contract is closed for the day.

344.29 Empty containers not suitable for the transportation of mail, (structually impaired) will be manually recorded and the contractor will be notified.

344.3 Contract Selection

.31 The contract to be used will be selected, via CRT. All contracted containers or all substitute containers will be automatically deducted from the contractor's inventory. If the inventory is being maintained and if the proper number of containers is not available, a message will appear via CRT screen, (CONTAINERS NOT AVAILABLE). If the deduction generates a negative number, it will convert to a zero balance. Mail will be matched with and loaded into the assigned container, by the destination of the mail. Mail will be loaded carefully into the container (bricklaid) fully utilizing the internal dimensions.

.32 All available mail will be loaded until the container(s) is full or until the closeout time of the contract is imminent. At completion of the loading of a container, the closure devices will be secured and, if applicable, sealed (registered mail within).

.33 ACT tags for container destinations will be stored in the container loading area. One ACT tag will be selected for the container's destination by the designated AMF/GMF personnel (Mail Class = (C)). If all of the mail in a container is destined for one distribution point other than the destination of the air contract, so note on Form 2702 with that distribution point handwritten on the form.

.34 The container will be moved to and placed on the floor scale and weighed. Gross weight of the container must not be exceeded. The container type screen (2.8) will indicate maximum gross weight as listed in the air contract. If gross weight is exceeded, follow these procedures:

344.34

a. Mail must be removed until the weight is acceptable. Mail removed may be directed to another container contract for the destination, if available, that will meet service standard.

b. If no other container contract is available, mail will be directed to the loose sack area/system and assigned loose to the next available contract.

c. If mail is removed, the container must be reweighed.

d. Tare weight of the container and any supporting device must be subtracted from the gross weight to arrive at the net weight of the mail (amount for which to pay contractor). Fractions will be rounded to nearest pound.

.35 Assignment of the container to the air contract will be initiated by scanning the ACT tag having a mail class (C) or by manual CRT key entry. The scan will prompt the operator in the container loading area, via CRT screen, for container contract information (Screen 5.3). The operator will key enter:

a. Contract number

b. Type of container

c. Container serial number

d. Net weight

.36 When an ACT tag is scanned and the destination reads "Blanks" the system will prompt the operator to enter a destination. The proper destination of the mail must be manually entered into the container contract information. (NOTE: When no preprinted ACT tags are available for a specific destination, a stock of ACT tags with blank destination by mail class encoded into the bar code, will be provided to each AMF/GMF. The area where the destination is normally printed in large letters will be blank. The specific destination will be written into this area so the operator can key it manually).

344.37 If a label printer is available in the container area, the completed record will be transmitted to the site's ADP equipment which will produce an adhesive backed routing label to apply to and complete the ACT tag. The following will occur:

a. The net weight entered will be compared with the maximum weight or the renegotiated maximum weight of the air contract.

(1) If either are exceeded, message will be displayed via CRT screen. ("Contract maximum exceeded by _____ pounds, notify air contractor.")

(2) If the contractor will accept the additional weight, key entry to the Renegotiated Maximum Weight Field of the Daily Planned Routes File will be made and the container will be processed again.

(3) If the contractor will not accept additional weight, mail must be removed from container so that contract maximum will not be exceeded; weighing and container assignment must be reinitiated (scan ACT etc.).

b. If there is no label printer, the routing label data will appear on the CRT screen so that the operator can handwrite the information on the ACT tag. The ACT tag with routing label will provide the air contractor with the necessary instructions to transport the container. This information will include:

(1) Contract number

(2) Origin/destination

(3) Tender time

(4) Delivery time

(5) Date

(6) Weight

The completed ACT tag will be applied to Form 2702 Air Container Placard, and both attached/tied onto the container. Adhesive backed/stick on labels are not to be applied directly to contractor containers.

c. The designated AMF/GMF personnel will notify the contractor that the container is ready for pickup.

.38 A container may be tendered anytime within the pickup time range established by the local administrative official, but before the contract's tender time. When all containers in the Planned Routes File are assigned to a contract, the site's ADP equipment will place a (N) in the containers available field of the Daily Planned Routes File for the contract.

a. In the event a contractor does not provide any container, the designated AMF/GMF personnel will key enter a (N) into the containers available field of the Daily Planned Routes File, (Screen 2.4.2), to indicate the failure to provide the equipment. This action notifies the site's ADP equipment that the container portion of the air contract is not available for loading and that loose sack mail may be assigned.

b. If an air contract has multiple containers and only a portion of them is provided, entry of a (N) into the containers available field of the Daily Planned Route File will not be made until those provided are completed.

c. Mail which had been planned to be containerized must then be directed to the loose sack assignment area, and normal loose sack assignment procedures will be followed.

344.39 The site's ADP equipment will check for appropriate containers supplied at the closeout time of the contract. Comparison will be made between those assigned and those contracted for.

a. If there was no deviation, a (Y) will automatically be placed in the container requirements met field of the Daily Planned Routes File.

b. Any deviation will initiate an edit report from the St. Louis PDC, "were container requirements met?" the following day. A reponse to the edit by the designated AMF/GMF personnel is required.

345 Loose Sack Assignment

345.1 Assignment Areas. Air dispatch units will designate a specific area for assignment. Assignment will be initiated by the induction of mail planned to be transported loose sack into the site's ACDCS (continuous flow, work station, low volume, as applicable). NOTE: All induction unit employees must watch for mail that already has a routing label applied to the ACT tag. These pieces must be culled from the system to determine the appropriate handling. At no time should a second routing label be applied to a piece of mail.

345.2 Loose Sack. Loose sack mail received at the AMF/GMF outgoing area will be inducted into the scanning operation. The following will occur:

a. The bar code of each ACT tag attached to each piece of mail (sack, tray, outside, etc.) will be scanned. The scan of the bar code of each ACT tag will determine if the mail is incoming or outgoing.

b. A comparison of the three-character destination in the bar code with the three-character code of the scanning facility will be made. If they are equal, mail is incoming and a destination record will be created (see 370). If they are not equal, the mail is considered as outgoing and assignment will continue (see 372).

345.2

c. Each valid scan and weigh will record the destination, mail class, ACT tag number, weight. This data will be transmitted to the site's ADP equipment.

345.3 ACT Tag

.31 When no preprinted ACT tags are available for a specific destination, a stock of ACT tags with "Blank" by mail class encoded into the bar code, will be provided to each AMF/GMF. The area where the destination is normally printed in large letters will be blank. The specific destination will be written into this area so the operator can key it manually.

.32 When an ACT tag is scanned and the destination reads "Blanks" the system will prompt the operator to enter a destination. The proper destination of the mail must be key entered via CRT.

.33 The destination and mail class identified by the scan of the ACT tag will be used to search the Daily Planned Routes File to find the routing for that destination and mail class. The search for the routing will encompass the Daily Planned Routes File for the next 24 hours after the scan.

345.4 Routing. The appropriate routing for loose sack mail will be determined as follows:

a. If the Mail Class of the ACT tag is (H) (hazardous), the routing having earliest departure (at least two hours and ten minutes in advance of a segment contract tender time) to that destination which has a (Y) in the hazardous indicator in the Planned Routes File will be selected.

b. If the Mail Class of the ACT tag is (G) (perishable), the routing having the earliest departure (next closeout time) to that destination which has a (Y) in the Perishable Indicator in the Planned Routes File will be selected.

c. If the Mail Class of the ACT tag is (J) (PAL), the routing having the earliest departure (next closeout time) to that destination which has a Mail Class of (F) in the Planned Routes File will be selected.

d. If the Mail Class of the ACT tag is (R) (register), the routing having the earliest departure (next closeout time) to that destination which has a mail class of (R) in the Planned Routes File will be selected.

e. If the Mail Class of the ACT tag is (F) (first class), (P) (priority), (E) (Express Mail), the routing having the earliest departure (next closeout time) to the destination which has that mail class in the Planned Routes File will be selected.

345.5 Alternate Routes. When no routing is available in the 24 hours following the scan the operator will be notified via CRT screen so the mail can be removed from the scan area and forwarded to a manual routing review unit. The air dispatch unit will follow the procedures in 362 to find an alternate contract for the transport of the mail.

345.6 Forced Assignment

.61 As necessary the assignment of mail to a specific contract may be limited to a specific mail processing station. This action requires the AMF/GMF supervisor to key enter the workstation I.D. in the contract forced field of the Daily Planned Routes File.

345.62 When using this forced assignment procedure, the following will apply:

a. More than one contract can be forced to a single station.

b. If a contract is forced to a particular station, it is not available to any other station.

c. At the work station to which a contract is forced, no other restriction to contract selection is to be used; e.g., that station can still assign mail to other contracts with the same destination as the forced contract. All the normal assignment rules still apply.

d. When the forced assignment is no longer necessary, the workstation ID will be manually removed from the contract forced field of the Daily Planned Routes File. If no action is taken, the entry is automatically removed at closeout time.

345.7 Routing Label (Exhibit 12)

.71 The information from the Daily Planned Routes File will be passed to the site's on-demand label printer which will produce the routing label to apply to and complete the ACT tag. The completed ACT tag with routing label will provide the necessary instructions for the air contractor to transport the piece of mail. The information on the routing label consists of the following elements:

a. Segment contract number

b. Origin

c. Tender time

d. Delivery time

e. Date

f. Weight

g. ACT tag number

h. Accumulated weight

345.72 If a contract providing containers is open before contract closeout time for the destination, and the mail class is valid for the contract, the ADP equipment will not assign the piece loose sack. The data from the ACT tag scan will be recorded for reporting purposes only. A routing label marked (C) with the contractor code will be produced and applied to the ACT tag and the piece will be directed to the container loading area. The Loose Sack Missort Report (Exhibit 13) will list those pieces that were sorted in error.

.73 PAL, hazardous material, and perishable mail are always assigned loose sack in the scan process and routing labels will be appropriately produced.

.74 If a routing label is damaged or lost, it may be immediately reprinted by depressing the F13 key. This must be done before the next piece of mail produces a routing label.

345.8 Rejected Mail. Mail rejected in the scan ACT tag process as unscannable must be manually handled before it can be reinducted into the scan operation. This will require the designated AMF/GMF personnel to determine the correct destination and mail class by viewing the human readable portion of the ACT tag. Once the destination and mail class information has been obtained, remove the old ACT tag, locate a correct ACT tag from the unassigned ACT tag stock, and apply it to the mail piece. The mail piece with the new ACT tag is then sent to the scan operation.

346 Monitoring Contract Minimum/Maximum Weight

346.1 Each site's ADP equipment will record and tally the weight of the mail as it is assigned to a contract and this accumulated weight may be displayed on the Daily Planned Route file.

346.2 The air contractor container net weight will be added to the contract's accumulated weight at the time an individual container is assigned.

346.3 The loose sack mail weight will be added to the contract's accumulated weight as contract assignment is made for each piece.

346.4 If a contract has both container and loose sack mail assigned, all weights will be accumulated in the Daily Planned Routes File.

346.5 When there are multiple contracts for a window of service (same tender/ delivery times and frequency) all minimum weights must be met before any mail is assigned over minumum. Air contractor containers may be loaded and assigned simultaneously (see 344.2).

346.6 When minimum weights for each contract within the window of service are reached, further assignment will follow the numeric loose sack prioritization code until all maximums are reached. This code is a data element in the Planned Routes File with one (1) being the highest priority.

346.7 The ADP equipment will produce a message on the system console printer and an audible alarm will sound when the contract assignment reaches 75 percent of maximum, and again at 90 percent of maximum. The system will continue to function normally during this process. The following must occur:

a. At the time the AMF/GMF manager is notified that 75 percent of maximum weight of a contract has been reached, the manager will determine if there will be excess mail. If so, he will contact the contractor to determine if and how much additional weight the contractor will be willing to accept.

346.7

b. If the contractor will not accept any weight over maximum, refer to Section 360 (Excess Mail).

c. If the contractor will accept a weight greater than the maximum, input the total weight the contractor will accept in the renegotiated maximum weight field of the Daily Planned Routes File. (Total weight equals maximum weight of contract plus additional weight the air contractor will accept, expressed in pounds.)

d. The 90 percent of maximum weight notification to the AMF/GMF manager is just a follow-up to make certain the manager has taken appropriate action.

e. A piece of mail in the process of being assigned to a contract (scanning ACT tag/weighing) whose weight would place the contract over maximum will not be assigned to the contract.

346.8 If the designated AMF/GMF personnel does not take immediate action on notice that the contract is approaching maximum, and if mail for the destination continues to be inducted into the ADP System, it will be assigned to the next planned contract in time sequence and may not meet required delivery at destination.

347 Production and Distribution of the Air Contract Transportation Manifest

347.1 The USPS will provide a document to the air contractor indicating mail assigned to a contract, contract data and weight. At closeout time of a contract, the site's ADP equipment will automatically produce an Air Contract Transportation Manifest containing data for the window's dispatch (Exhibit 14). Two copies are produced for the segment contract for distribution to the origin contract point and to the contractor at final tender.

347.2 To complete the manifest the designated AMF/GMF personnel must verify the document, sign his name in ink in the signature box and enter day, month, year and time on both copies. Contractor's representative will do the same.

347.3 AMF/GMFs have the capability to print formatted blank manifests as necessary.

347.4 If a contract reaches closeout time without being suspended and no mail has been assigned to it, a record will be generated and passed to the origin file indicating the USPS had no mail for the contract for the window. This record will be generated by the system and will show:

a. Origin
b. Destination
c. Closeout date
d. Closeout time
e. Segment contract number

347.5 This action will automatically produce a manifest (two copies) and procedures in 347.2 must be followed.

347.6 If a facility wants only one copy of each manifest to be produced on multipart paper, the site manager must enter system commands to effect the change.

348 Tender of Mail to Contractor

348.1 All mail assigned to a segment contract window of service must be made available for the contractor to pickup before the contract's tender time.

348.2 The local administrative official will coordinate with the contractor the pickup of mail, the designated pickup point and the number of pickup times necessary.

348.3 At the contractor's final pickup of mail or other mutually agreed to time (after closeout time), the designated AMF/GMF personnel will deliver the manifest to the contractor.

348.4 The USPS may at times attempt to tender mail that has been assigned to a segment contract and recorded on the manifest, after the segment tender time. If this occurs, the USPS has not met its contractual commitment. For the contractor's record, the USPS will record an irregularity against itself (see 381.47).

348.5 The USPS may at times apply an ACT tag for a destination other than that of the piece of mail. The following may occur:

a. If the error is detected before contract assignment, replace the incorrect ACT tag with a proper one and process in the normal manner.

b. If the error is detected after contract assignment, create a code 9 irregularity with an explanation of "USPS error--incorrect ACT tag." This irregularity must be created after closeout. Keep one copy of the irregularity form and give the other copy to the contractor as documentation that the weight shown on the manifest should be amended. This action will provide for proper payment and no further processing of the irregularity will be required.

349 Transmission of Origin Record. The origin records will be transmitted to the St. Louis PDC automatically, on a frequency determined by the site, where they will await matching destination records. The PDC will also summarize the total weights and pieces by contract and transmit the data to the contract destination (Exhibit 15).

350 MAIL REQUIRING SPECIAL HANDLING OR RECORDING

Mail requiring special handling, such as mishandled mail (irregularities), registered mail, or container mail, will require on-line entry via CRTs to access files for data entry or update. Detailed procedures are contained in Chapter 8 of the Operator's Guide, Course Number 50512-11. However, there are three basic types of screens that are used--the request, or search, screen, where all or part of the record search data is entered; the listing screen, where a listing of all records that meet your request criteria appears for selection; the record itself, which allows you to add, change, delete or inquire against the record. If all fields in the search screen are completed, the record will appear without the intervening "listing" screen.

351 Registered Mail

351.1 Registered mail requires security and verification at all handling points. Each individual piece is assigned a unique identification number at origin. It is always processed in a secure area (registry unit). All applicable requirements and instructions must be followed (see Handbook DM-901, Registered Mail, CON CON Instructions, (March 1, 1981) and "Coded Shipment Instructions"). CON CON (Concentration and Convoy) mail is registered mail which may be picked up and delivered planeside by the USPS at certain designated airports. The Concentration and Convoy Program consists of a single daily daylight or authorized night air dispatch of Registered Mail between selected AMFs and the convoying of those dispatches between designated AMFs and planeside. Each pouch/sack, outside piece, and USPS plastic security container dispatched in a CON CON shipment must be identified by a Tag 1, CON

CON and/or a Label 10, CON CON. Dispatches of Registered CON CON mail will go directly to the aircraft for loading. Air carriers are not permitted to hold this mail in their holding areas or baggage rooms.

351.2 Upon request, the contractor must provide the USPS a flight number before tender and must also provide the following information:

a. Actual flight departure time

b. Flight number

c. Aircraft registration number

d. Aircraft compartment location of mail

351.3 Identification

.31 Registered mail will be uniquely identified by a bar coded adhesive backed label having destinations of the 47 CON CON sites. This label will be attached to Label 10 or PS tag 1 (Exhibit 32). The bar coded label will be scanned and the routing label will be produced and applied to the opposite side of the Label 10 or tag 1.

.32 For registered dispatches to non CON CON sites when advanced notification and security files are required (High Value, Precious Metals), "blank" ACT tags with mail class "R" will be used.

.33 If no security functions are required and mail is not readily identified as registered (double pouched) the ACT tag will show mail class of F.

351.4 Dispatch

.41 NASS Registered dispatch Reports will contain planned registered dispatches and will be part of each site's Planned Route File. Dispatch information will include the segment contract number. To determine the routing and method of tender (container/loose sack) the barcoded label or ACT tag will be scanned while the piece is on a scale being weighed (see 345). The following will occur.

a. The scan will match the destination with the next planned dispatch for the mail class, determine contract assignment and determine whether the mail will be transported in a container or loose sack.

b. If mail is planned to be containerized, a base origin/destination registered record will be created and available via CRT screen (Screen 2.3.2). The weight of the piece will not be added to the accumulated weight in the Planned Route File at this point. An "Open Container" label will be produced (C-XX). (XX=carrier code)

.42 The registry unit must advise the container loading area of the amount of mail to be containerized (pieces/weight/ configuration). Notification to the container area must be as far in advance of closeout time as possible.

.43 The container loading area must advise the registry unit when the container is prepared to receive the registered mail to be containerized; i.e., when container is to be closed out and sealed.

.44 The registry unit will transport the mail to the designated container, place a divider on top of other mails in the container, and load the registered mail last. The registered mail will be accounted for as previously stated.

.45 The container is then closed and sealed with numbered tin band seals and twist wires or rotary locks. The number is recorded on the control bill. PS Tag 1 will be attached to the container. The procedure for container assignment will be followed from this point.

351.46 If mail is planned to move as loose sack, all procedures will coincide with planned container movement except that the weight of the piece will be added to the accumulated weight in the Planned Routes File and contract data will be transmitted to the label printer which will produce the routing label to apply to and complete the ACT tag or bar coded label.

.47 The following data will be available on the base O/D registered record, Screen 2.3:

a. Segment Contract Number

b. ACT TAG Number

c. Origin

d. Tender Time (will appear in scheduled leave time field--must be updated to show actual leave time of flight).

e. Pounds

f. Destination

g. Delivery Time (will appear in scheduled arrive time field--must be updated to show actual scheduled arrive time of flight.)

h. Operator ID

i. Date

.48 When the following data becomes available, it will be entered via CRT:

a. Leave Time (Actual leave time of route/trip)

b. Route/Trip (key enter into Route 1/Trip 1 for a direct flight. If transfer, key enter route 2/Trip 2. This must reflect the actual flights the mail is carried on.)

c. Type of Piece

(1) Outsides

(2) Sack

351.48

(3) USPS containers

(4) Contractor container

d. Rotary Lock Number

e. Tin band seal number(s)

f. High Value Shipment (Y) if applicable

g. Precious Metal (Y) if applicable

h. Aircraft Compartment Number

i. Aircraft Registration Number

.49 On completion, the origin/destination register record will be transmitted to the St. Louis PDC. On receipt of the record at St. Louis, the ᴾDC will transmit the data to the destination AMF/GMF. Note: All records for each contract must be finalized before transmission can occur.

351.5 Tender or Refusal. Mail will be held in the registry unit until final tender/pickup. The USPS will tender the mail to the air contractor at the last tender time--either planeside or at the normal pickup point at the AMF/GMF. All pieces of registered mail (R) which are refused will be scanned (coded-refusal). They will be flagged (*) as having been refused at origin in the "Return Register From Contractor" field of the register O/D record (see 381.41).

352 Hazardous Material

352.1 Definition. Hazardous material is defined as a substance or material in a quantity and form which may pose an unreasonable risk to health and safety or property when transported in commerce.

352.2 Procedures

.21 Prevention. To prevent air accidents and potentially serious incidents, the air contractor must be alerted 2 hours before tender time by the USPS to the fact that hazardous materials will be tendered. Guidelines governing the acceptance and handling of hazardous and restricted items are contained in Publication 52, Acceptance of Hazardous or Perishable Matter.

.22 Acceptance. Acceptance of certain hazardous or restricted materials or live animals depend on the particular airline, the type aircraft used, and the quantity involved. When a hazardous material parcel is received at the air dispatch point, the postal employee will examine the parcel and determine if the shipper's certificate for restricted articles is completed in triplicate, certified by the mailer, attached, and clearly identified (as required by Part 230 of Publication 52, and in compliance with Chapter 1 of the International Mail Manual). Some contractors may not be capable of transporting due to equipment limitations.

.23 Hazardous Material. Hazardous material will be handled as outside pieces and tendered to the contractor at least two hours in advance of scheduled departure.

.24 Dry Ice. Parcels containing dry ice (carbon dioxide solid) tendered for air dispatch must have a shipper's certificate attached except when dry ice is used as a refrigerant preservative for material to be used for diagnostic or treatment purposes. Packages must be marked "Carbon Dioxide Solid" or "Dry Ice" and also must be marked to show the net weight of the dry ice, and that the refrigerated material is to be used for diagnostic or treatment purposes. Regardless of certification requirements, all parcels containing dry ice must be tendered to the carrier as outside pieces. The postal employee must show the net weight of the dry ice as well as the number of pieces in the shipment on the manifest. This information is essential as there is a restriction on the amount of dry ice permitted to be transported in any one aircraft cargo bin.

.25 Radioactive Material. Radioactive material is defined as "any material or combination of materials which spontaneously emits ionizing radiation." Dispatch to passenger aircraft is restricted to radioactive material intended for use in, or incident to medical diagnosis or treatment.

.26 Dispatch. Hazardous materials awaiting dispatch must be held in isolated areas away from personnel, animals and other mail. The holding location will be identified with a sign marked "Hazardous Materials Area." The handling and holding of hazardous materials will be in compliance with 240, Publication 52.

.27 Disqualification. If a hazardous material parcel does not meet all the requirements outlined in Publication 52 for air dispatch, do not tender it for airlift. The postal employee will endorse the reason for doing so on the package and dispatch it via the most expeditious means of surface transportation.

.28 Acceptance. When a hazadous material parcel is accepted for air dispatch, the postal employee will remove one copy of the certificate, attach it to the air carrier copy of the manifest and hand stamp "Hazardous Material" on the same copy of the manifest.

.29 Refusal. If a contractor refuses to accept hazardous material properly identified as such, create an irregularity (Code 1, Refusal), to include pertinent details from the attached documents. Irregularities for refusal of hazardous materials are mandatory, even if only for recording purposes.

352.3 Identification. Hazardous material will be uniquely identified by an ACT tag with a human readable code (H), which will also be part of the bar code.

352.4 Assignment. Procedures for loose sack assignment will be followed (see 345). Contract assignment will be to the next available contract to the destination which has a (Y) in the hazardous indicator field of the Planned Route File, provided that scanning occurs at least 2 hours 10 minutes prior to the tender time of the segment contract. An (N) in the hazardous indicator field indicates the contract cannot accommodate this type of mail.

352.5 Spills, Fires, Chemical Reactions

.51 When hazardous materials, being transported as mail aboard an aircraft or in USPS custody, have spilled, broken open, reacted with another substance, or ignited, the incident must be reported to the Inspection Service. The AMF operations manager or supervisor in charge must immediately notify the local manager of the airline involved of the discovery so that an inspection of the suspect aircraft can be made before its next departure.

.52 When there is a spill or release of hazardous materials, the postal employee who becomes aware of the incident will immediately notify his supervisor.

.53 The supervisor prepares a Form 1770, Hazardous Materials Incident Report, listing pertinent details relative to the incident. These include identification of the contract, flight, type of aircraft, injury to personnel, damage to property, and whether the incident resulted in any delay to mail or the contractor's schedule. The report will also show the location of the mail on the aircraft and the name and address of both mailer and addressee shown on the parcel. In addition, information concerning labels, markings or identification of the contents, which may be attached or endorsed on the outside of the parcel, will be reported. Copies of the Form 1770 will be sent to the Office of Safety and Health, USPS Headquarters, Washington, D.C.

353 Perishable Mail

353.1 Perishable mail (live animal, perishables) requires special handling to avoid damage. Some contractors may not be capable of transporting due to equipment limitations. Perishable mail must be identified, must be tendered to the contractor as outside pieces, and will be handled in accordance with Publication 52, Acceptance of Hazardous, Restricted or Perishable Matter.

353.2 The unique ACT tag identification (G) will contain a human readable code which will also be part of the bar code.

353.3 Procedures for loose sack assignment will be followed (see 345). Contract assignment will be to the next available contract to the destination which has a (Y) in the Perishable indicator field of the Planned Route File. A (N) in the Perishable indicator field indicates the contract cannot accommodate this type of mail.

354 PAL Mail. PAL mail is transported by air in canvas equipment and is further indentified by Tag 18 which is attached by the postal employee to each pouch or sack (see Exhibit 33).

354.1 Special data must be recorded outside the normal contract assignment. Mail must be assigned as loose sack in order to record the following:

a. Origin
b. Destination
c. Date
d. Segment contract number
e. Weight

354.2 The data recorded will produce a PAL Mail Statistical Report by the St. Louis PDC for use by the Office of the Controller.

354.3 Procedures for loose sack assignment will be followed (see 345). Contract assignment will be to the first contract coded to carry first-class mail (F), in time sequence, to its destination.

354.4 PAL mail will be uniquely identified by an ACT tag with a human readable code (J) which will also be part of the bar code.

355 International Mail/Military Mail

355.1 For International Mail that is being dispatched by air contract transportation to a gateway point for subsequent dispatch on an AV7, the ACT tag applied will show the destination of the gateway point and mail class (F).

355.2 The Department of Transportation establishes rates for air transportation of international and military mail. (See International Mail/ Military Mail Air Service Instruction date January 1, 1985.)

355.3 When international airmail moving on a Form 2942, AV-7 Delivery Bill, (Exhibit 30) is aboard an interrupted flight in the continental United States, due to weather, mechanical, or other reasons, which lands at an air stop point other than the intended gateway or transfer point, procedures are as follows:

a. The flight may be that of a U. S. international air carrier, or a domestic air carrier transporting international mail on Form 2942 in conjunction with its international services to the foreign destination from the specified gateway.

b. At point of flight interruption the carrier will contact the supervisor of the local postal unit for specific instructions in the event of y interrupted flight. If the interrupted flight will be delayed two hours or less, and there is no other means by which the mail can be advanced, the carrier should retain the mail.

c. After two hours, if the mail can be advanced by using another carrier's service, the carrier having the interrupted flight should return the mail and the Forms 2942 to the postal unit. To indicate that the mail is received, the postal employee will sign the applicable Form 2942.

d. If an interrupted flight is canceled at an air stop point other than the gateway or point of transfer, and the same carrier does not have the next service from that air stop to the intended gateway, transfer point, or destination, all Forms 2942 and mail are turned in and receipted. If the same carrier has the next service, and the mail cannot be advanced by other means, the mail and Forms 2942 are retained by the carrier.

e. When mail and Forms 2942 are turned in, the receiving postal unit makes the following notation on all copies.

(1) Verification that the number of pieces manifested on each Form 2942 are received.

(2) Date and time mail is received.

(3) Reason for mail being turned in.

(4) Disposition of mail received.

f. One copy of the Form 2942 is retained by the receiving postal unit; one receipted copy is given to the carrier; all other copies are forwarded immediately to the office of origin. The receiving postal unit will then dispatch the international mail to the gateway to which subject mail is normally routed.

g. Carriers, forced to interrupt flights in the continental United States due to weather, which land at an air stop point other than the intended gateway or transfer point, may retain mail for six hours--if holding for weather clearance--before proceeding to the terminal point. If the flight cannot proceed, and the mail is delivered to the local postal unit, secure the following information:

(1) Name of carrier

(2) Flight number

(3) Date and origin of flight

(4) Date and city of arrival

(5) Reason for landing

h. Verify the particulars of all dispatches with the Forms 2942 and make such corrections as may be appropriate. Postmark and receipt all copies of the Forms 2942. Retain a clear copy of the Forms 2942 and return the remaining copies to the carrier.

356 Express Mail

356.1 General. Express Mail is a preferential mail class which must be handled within USPS processing channels with a priority over other classes of mail. Contractors are only required to give it the same attention as other mail. Should there be insufficient space on a contract to accommodate all Express Mail and other mail, the USPS will give first priority to the tender of Express Mail. It is the responsibility of the local USPS manager to ensure that Express Mail is tendered to the assigned contract and is not refused when the carrier is not able to accommodate all mail tendered. To allow for quick identification and rapid handling, Express Mail travels in distinctive blue and orange pouches which are used only for Express Mail. Outside pieces of Express Mail are identified by a Label 63, Express Mail Outside Shipment. Individual pieces of Express Mail are also clearly defined with blue and orange labels; these Express Mail labels are:

a. Label 11-A, Post Office to Post Office
b. Label 11-B, Post Office to Addressee
c. Label 11-C, Airport to Airport
d. Custom Design Form/Envelope

356.2 Identification. Express Mail will be uniquely identified by an ACT tag with a human readable code, (E), which will also be part of the bar code.

356.3 Assignment. Procedure for loose sack or container assignment will be followed.

356.4 Containers

.41 Air contractor containers may be loaded exclusively with Express Mail. When this occurs, the origin air dispatch unit must notify the destination office of:

a. Type of container
b. Serial number
c. Air contract number
d. Scheduled arrival

.42 If Express Mail is mixed with other mail, the Express Mail must be loaded last.

.43 In all cases where Express Mail is loaded in containers, either Label 63 or "EXPRESS MAIL" annotated will be applied to Form 2702, Air Container Placard.

360 EXCESS MAIL OVER CONTRACT MAXIMUM WEIGHT

361 General

361.1 A contractor has no obligation to accept more than the maximum weight of mail stated in its contract for a given window of service. It must be remembered that when (a) all contracts within a window of service have reached maximum weight or (b) the weight of a piece of mail being scanned plus the accumulated weight already assigned will exceed the contract maximum, temporary maximum, or the renegotiated maximum, the piece of mail will be assigned to the next planned contract route. This may create an excess for the next segment window and the problem continues. Therefore, as stated in 346.7, the AMF/GMF manager must take action before a contract reaches maximum.

361.2 Since excess mail conditions may occur on a regular basis and the most efficient means of alleviating this condition will be to tender it to the contractor(s) within a window of service, the first step in this process is reiterated from 346.7 as follows:

a. At the time the AMF/GMF manager is notified that the 75 percent of maximum weight of a contract has been reached, the manager will contact the lowest cost available contractor to determine if and how much weight the contractor will be willing to accept at the appropriate contract rate.

b. If the contractor will accept weight greater than the maximum, input the total weight (total equals maximum weight of contract plus additional weight the air contractor will accept, expressed in pounds) the contractor will accept in the renegotiated maximum weight field of the Planned Routes File.

361.2

c. The 90 percent of maximum weight notification to the AMF/GMF manager is simply a follow-up to make certain the manager has taken appropriate action.

361.3 If the mail cannot be accommodated by renegotiating maximum weights for the segment contracts that are available for the window, follow procedures for Alternate Transportation in section 362.

362 Alternate Transportation

362.1 Alternate transportation may be required to accommodate excess mail, irregular operations such as refusals, misroutings, etc., or emergency conditions.

362.2 In the event alternate transportation is required, the designated AMF/ GMF personnel will consider the following in the selection:

a. Service standard of the mail.

b. Cost of alternative transportation.

c. Processing time factor for alternate contract assignment.

d. Amount of mail.

362.3 Reference for the selection of alternate transportation is:

a. Planned Route Files

b. NASS Planned Air Contract Transportation Dispatches Report

c. NASS Transportation Inquiry (via CRT screen inquiry--all direct air transportation between origin and destination pairs).

d. NASS Advance Dispatch Planning (via CRT screen inquiry--NASS generated dispatches between any origin and destination pair).

362.3

e. Emergency Air Contractor List

362.4 Priorities. In the selection of alternate transportation, use the following priorities as a guideline:

a. Segment contracts
b. Planned system contracts
c. Unplanned system contracts--non priority (N) and priority rate (P)
    (1) Non stop flights
    (2) Direct flights with intermediate stops
    (3) Routings with intra-line transfers
    (4) Routings with inter-line transfers
d. Emergency contract

362.5 Procedures

362.51 The designated AMF/GMF personnel will select the most efficient transportation available that meets service required, that is the lowest cost, and that provides for mail to be processed to meet transportation selected.

362.52 If no segment contracts are available to meet service requirements, contact system contractors whose flights will meet service requirements, in order of ascending cost, to transport the mail.

362.6 If the selected contract is not in the Basic Planned Routes File, enter the following data:

a. Origin
b. Destination

362.6

c. Effective/discontinue date

d. Leave time--of each route/trip

e. Arrival time--of each route/trip

f. Mail class (valid classes, FERP as applies)

g. Closeout time (leave time minus mail due carrier time minus closeout processing time)

h. Hazardous (as applies) (Y/N)

i. Perishable (as applies) (Y/N)

j. Route/Trip 1/2: (1 = actual 2nd route/trip; 2 = actual 3rd route/trip) Enter as applies.

k. Transfer Point 1/2: (1 = 1st transfer point; 2 = 2nd transfer point) Enter as applies.

l. Frequency

m. Contract number (1st actual route/trip--Carrier Code Flight No.)

(XXX XXXXX) XXX XXXX?

? = N for Non Priority

P for Priority

362.7 If additional transportation is still necessary, the local administrative official should attempt to negotiate an emergency contract from the emergency air contractor list (see 363 for procedures).

362.8 If there is still excess mail at this point, consider surface transportation to a nearby air stop or via another air contractor (segment or system) to an alternate air stop point for dispatch to an alternate destination. NOTE: If dispatch to an alternate air stop point is considered, the ACT tag must be changed.

363 Emergency Contracting for Excess Mail Tender

363.1 General. While the following instructions are presented for the purpose of tendering excess mail volumes, this procedure may be used for emergencies when it becomes necessary to dispatch mail which is beyond the scope of any contractual agreement. Emergency contracts will be procured for service using segment contract methodology.

363.2 Emergency Contracts

.21 In every case where mail on hand at an AMF or other postal facility requires an emergency contract in order to dispatch mail, the AO will be responsible for making such arrangements. The AO has the authority to commit the Postal Service to emergency agreements and must do the following:

a. Contact no less than three possible contractors who are able to perform the desired service.

b. Select the lowest cost contractor providing his service is acceptable in that service standards will be met. If there is a choice between a lower cost with undesirable service and a higher cost with acceptable service, the latter should be selected.

c. All actions, including a statement of findings and determination, regarding the acquisition of emergency contracts must be documented and contained in a file for forwarding to a contracting officer.

d. Send the completed file to the CO having authority to execute the contract (TMO Manager).

363.22 When an emergency contract is executed, enter into the Basic Planned Routes File, via CRT, the data listed below:

a. Origin
b. Destination
c. Effective/discontinue date
d. Frequency
e. Tender time
f. Delivery time
g. Mail class (valid classes for contract--FERP as applies)
h. Closeout time (tender time minus closeout processing time)
i. Hazardous (as applies) Y/N
j. Perishable (as applies) Y/N
k. Minimum weight
l. Maximum weight
m. Contract number (Carrier Code Number)

Carrier Code	Number
XXX	EXXXX

n. L/S prioritization = 1
o. Container type, if applicable
p. Number of containers, if applicable

.23 Authority to Execute an Emergency Contract. Previously identified contracting officers, i.e., TMO Managers, are authorized to execute the emergency contract form.

.24 Emergency Contract Procedures. The procedures for executing emergency contracts are contained in Postal Contracting Manual 19.903 through 19.910.

370 RECEIVING MAIL UNDER SEGMENT CONTRACTS

371 Air Contract Unit at Destination GMFs or AMFs

371.1 The local administrative official will coordinate the delivery of mail with the air contractor.

371.2 Specific areas will be designated for the delivery of contractor containers and loose sack mail.

371.3 Form 2753-A, Mail Delivery Record, may be made available for contractor employees to sign-in upon delivery of mail.

372 Incoming Procedure

372.1 Incoming mail will be visually checked to determine if an ACT tag is attached to each piece. Mail with ACT tags will be sent to the scanning area. Mail without ACT tags will be handled in accordance with 373.

372.2 While visually checking incoming mail, a check for misrouted mail should be done. If misrouted mail is found, it will be handled in accordance with 381.43.

372.3 The bar code of each ACT tag attached to each piece of mail (sack, tray, outside, USPS container and air contractor container) will be scanned. When an ACT tag is scanned and the destination reads "Blanks," the system will prompt the operator to enter destination. This will occur when an origin point does not have proper ACT tags for the destination. The proper destination of the mail must be manually key entered into the destination record when the mail is incoming, and into the origin record if it is outgoing. (NOTE: When no preprinted ACT tags are available for a specific destination, a stock of ACT tags with "Blank" by mail class encoded into the bar code, will be provided to each AMF/GMF for outgoing mail. The area where the destination is normally printed in large letters will be blank. The specific destination will be written into this area so the operator can key it manually.)

372.4 Mode of Operation

.41 The scan of the bar code of each ACT tag will determine if the mail is incoming or outgoing.

.42 Each site is identified by a three-character air stop code. To determine incoming or outgoing, a comparison of the destination air stop bar code of the ACT tag will be made with the air stop code of the site performing the incoming scan.

.43 If the destination air stop code matches the facility code, a destination record will be created. The destination record created (Screen 2.2.2) contains the following data:

a. Destination

b. Scan time

c. Delivery date

d. ACT tag number

e. Operator I.D.

372.44 After its creation, the destination record will be stored within the site's ADP equipment, awaiting transmission to the St. Louis PDC (see 374). Normal distribution of the mail will follow.

.45 At sites that have incoming scanning devices or hand held scanners, if the destination code does not match the facility code, this scanned ACT tag will be handled in accordance with 381.43.

.46 At sites with scanners that handle incoming and outgoing pieces, the ACDCS will treat this mail as outgoing.

373 Procedures for Handling Mail with Missing or Damaged ACT Tags

373.1 In the event that an inbound piece of mail does not have an ACT tag attached or has one that is damaged to the extent it is unscannable by laser scanning device, the piece will be culled from the site's inbound system. This mail will fall into one of two categories:

a. The ACT tag is missing, or unscannable and human unreadable (in whole or in part).

b. The ACT tag is unscannable but human readable (in whole).

373.2 Procedure for Missing or Unreadable ACT Tag

.21 Distribution Label Affixed to the Mail Piece. If distribution label or placard is affixed, determine if the destination on the label is the same as the facility code of the site at which the mail is being reviewed. If the destination on the label is the same as the reviewing facility code, send the mail to the weighing area and weigh the piece, record weight for entry into missing tag file. If the destination on the label is different than the reviewing facility code, send mail to the irregularity handling area and handle in accordance with section 381.43.

373.22 Distribution Label or Placard Not Affixed. Open the pouch, tray, container, etc. to determine the planned destination of the mail. Determine if the planned destination of the mail is the same as the facility at which the mail is being reviewed. If the planned destination of the mail is the same as the reviewing facility, send mail to the weighing area and weigh each piece, recording weight for entry into the missing tag file and affix a new distribution label. If the planned destination of the mail is different from the reviewing facility, send mail to the irregularity handling area and handle in accordance with section 381.43.

.23 Data Determination. Determine as much of the following data as possible from the mail itself, the ACT tag or the mail distribution label:

a. Time (received)
b. Date (received)
c. Weight (pounds)
d. Type container
e. Container serial number
f. Mail class
g. Origin (facility code)
h. Destination (facility code)
i. Contract number (segment contracts)
j. ACT number
k. Transfer points
l. Routes
m. Trips

.24 Data Entry. Key enter all of the data which was determined in the step above into the missing tag file.

373.25 **Data Storage.** The missing tag file will only be stored in the ADP equipment at the site where it was created, to be used in the adjudication of unmatched origin records/creation of destination records. When this matching process has been completed, the appropriate missing tag records will be deleted, using 2.6 on line.

373.3 Procedure for Readable ACT Tag. If the facility destination code, mail piece delivery time, mail piece delivery date, mail class and ACT tag number can be identified, capture this data for use in creating a destination record (screen 2.2.2). Key input the following information to create a destination record:

a. Destination
b. Scan time (delivery time in this case)
c. Delivery date
d. ACT tag number

The destination record will be stored within the site's ADP equipment awaiting transmission to the St. Louis PDC.

374 Transmission of Destination Data. The destination record will be transmitted to the St. Louis PDC automatically, on a frequency determined by the site. The St. Louis PDC will store the destination records until the daily process of matching O/D records.

375 Daily O/D Record Matching Process at the St. Louis PDC

375.1 The matching process will verify delivery of each piece of mail and will determine if the delivery was effected on time or if it was late. If refusal (codes 1 and 9) irregularities have been recorded, the data will be used in the matching process so that the respective origin records will not be reflected on the Unmatched Origin Record Report (Exhibit 26) the following day.

375.2 The process of verifying delivery will provide necessary data to certify payment to the contractor. The process will produce a listing of all origin records that are unmatched. Within 24 hours, the listing will be transmitted to the destinations having unmatched records.

375.3 The Unmatched Origin Record Reports (Exhibit 26) will show:

a. Origin
b. Destination
c. Mail class
d. Segment contract No. tender/delivery times
e. Date/time of closeout
f. Loose sack ACT number/weight
g. Container ACT number/weight/type
h. Date of report
i. * (indicates record is 48 hours old)

375.4 Unmatched Records

.41 On a daily basis, the AO will attempt to effect a match for mail appearing on the unmatched record listing by reviewing the missing tag files (see 376).

375.42 Destination sites will attempt to match the unmatched origin records (individual pieces) using data elements from their on-site missing tag file, and by communication with the origin office in an effort to create a destination record.

.43 Each day at the close of the St. Louis PDC matching process of origin and destination records, a report listing all origin records that did not have a matching destination record will be transmitted to the facility identified as the Facility Destination Code in the origin record. The data displayed on this report will be compared with the data in the missing tag file.

.44 Determine which unmatched origin records match the missing tag records using these procedures:

a. If a match is found, use the data to create a destination record and delete the missing tag record.

(1) Key enter the mail class, mail piece delivery time (estimate if necessary) mail piece delivery date and ACT tag number into the destination record screen. Input an (N) into the 48 hour adjudication field.

(2) The ADP system will imbed the destination code and the operator I.D. on the record screen.

b. If a match is not found 24 hours after receipt of the Unmatched Origin Data Report (48 hours total) the AMF/GMF manager will key enter a destination record, using screen 2.2.

c. Since this destination record is being created due to the 48 hour limit, input the following data element (48 hour adjudication code = Y) in addition to the normal elements.

375.5 Delivery Tolerances

.51 The processing will produce a listing of destination records that have been matched but have been delivered late, based on contract delivery time and a built-in system tolerance that allows for processing at destination. The St. Louis PDC will compare actual delivery time, which in the production of a destination record is the scan time, with the contract's scheduled delivery time. The comparison will allow a tolerance for the processing of mail at the destination. Segment contracts will be allowed a 30 minute tolerance after contract delivery time.

.52 In those instances where the ACDCS is not located at the AMF or air stop point and all mail is processed at a MPU or GMF, the travel time to that facility will be added to the 30 minute processing time before a delayed delivery irregularity will be recorded against segment contracts. This will be effected within the data base at the St. Louis PDC using information provided by the respective TMOs.

.53 All ACT tags scanned more than 30 minutes after contract delivery time will produce a listing of late deliveries. The destination will be notified the next day by transmission from the St. Louis PDC.

.54 The designated AMF/GMF personnel at the destination will make the determination whether or not an Irregularity Report should be produced (see section 381).

376 Error Reports/Irregularity Adjudication

376.1 Each day following the nightly processing at the St. Louis PDC, reports will be generated indicating errors in data received from the ACDCS site that cannot be processed by the St. Louis PDC, such as incorrect contract number, incorrect origins, destinations, transfer information, etc.

376.2 Error reports, unmatched reports, irregularity adjudications and duplicate records must be processed daily at the ACDCS site. Procedures are as follows:

a. Using screen 3.0 from the ACDCS main menu, access the St. Louis PDC "LAVO" programs.

b. Select 02--Service Maintenance--and correct and/or complete all edits listed on the error reports and the unmatched record reports.

c. Select 03--Irregularity Adjudication--and complete those irregularity reports for which you have sufficient data to make your final recommendation. Follow procedures outlined in Sections 382 and 482.

d. Select 13--Duplication Correction - and identify all valid records.

380 IRREGULARITIES

381 General Processing of Irregularities. The intent of the irregularity procedure is to enforce contract performance through the identification of mishandlings having an impact on delivery or security of the mail. The USPS retains the right to repossess the mail at anytime or place to protect it from loss, damage or delayed delivery (see 381.432).

381.1 A specific area at an AMF/GMF will be designated to store mail pieces that have been removed from the inbound system where a determination will be made by the designated AMF/GMF personnel as to whether to mail pieces that have been misrouted or refused. All irregularities will be created on site by recording all of the following known elements via scan of ACT tag and/or key input into the irregularity screen:

a. Segment contract number
b. Reporting facility code
c. Date/time of occurrence
d. Air contractor container type/serial number
e. Irregularity code
    Refusal - 1
    Mis-Routing - 2
    Delayed Delivery - 3 (system generated)
    Failure to protect - 4
    Failure to pick-up - 5
    USPS late tender/contractor accepted - 8
    USPS late tender/contractor refusal - 9
f. Origin/destination
g. ACT tag number

h. Weight of each piece

i. Explanation of irregularity

j. Operator I.D.

381.2 The following are Type A irregularities:

a. Refusal

b. Misrouting

c. Failure to protect

d. Failure to pickup

381.3 Delayed delivery is a Type B irregularity

381.4 Processing

.41 Irregularity processing for segment contracts will be accomplished by two slightly different methods, dependent on the type of irregularity (as specified above). Type A will be recorded by scanning the bar code of the ACT tag using a laser scanning device and/or a data entry device (CRT terminal) at the point of occurrence. Type B will be produced at the St. Louis PDC. The St. Louis PDC will produce the Daily Potential Delayed Delivery Summary Reports, as applicable, and transmit them to the destination (Exhibit 19). The following outlines detailed processing methods for each type of irregularity.

.42 Refusals - Irregularity Code 1. Base irregularity record is created by total return code or scan of all pieces returned, in the event of a partial refusal.

.421 The irregularity results from refusing to accept mail at or after contract closeout time, before contract closeout time, or accepting only a portion of mail at the origin. It is important to note that such refusals may involve mail assigned to a contract or mail intended for a contract, but not assigned. The following will define the procedures to be used for refusals.

381.422 Air contractors are required to notify the USPS if they refuse mail for any reason. However, there may be instances when notification is not received and mail tendered is returned and inducted into the inbound system. To determine if the mail has been refused, the designated AMF/GMF personnel will determine the origin of the mail/contractor from the ACT tag routing label. If the origin of the mail is the same as the site, the designated AMF/GMF personnel must contact the contractor to determine if he is actually refusing the mail or if it was returned to the site in error. If in error, return mail to contractor for transport. If there is no ACT tag, handwrite a new ACT from the origin record.

381.423 Refusal at or after contract closeout time--at this point no further assignment of mail can be made to the contract.

a. Partial Refusal: Each ACT tag on every piece of mail refused will be scanned with a laser scanning device and the code for refusal (Code 1) and contract number will be entered into the ADP system (4.0). The scan of each piece will create an irregularity record from the origin record file. Each piece scanned will update the irregularity file which will be available, via CRT screen, for update, reviews, and action. The mail must then be handled as new outgoing for contract reassignment. Remove old ACT tags, apply new ones and enter it into the outgoing scanning process.

NOTE: When screen 4.1 appears, you must enter a "closeout date". This date is the date to which the mail was assigned, not necessarily the current date. If you do not enter the correct date, you will probably be unsuccessful in creating the irregularity.

b. Total Refusal: The designated AMF/GMF personnel must be assured that all mail assigned and totally refused is 100 percent accountable; i.e., mail must be in the possession of the USPS. Records cannot have been transmitted.

(1) If this is not assured, procedures for a partial refusal must be followed (see 381.423 (a)).

(2) If he is assured, each ACT tag on every piece does not have to be scanned or recorded. The designated AMF/GMF personnel will, via CRT screen, access Irregularity Processing (4.0), enter (Y) in Total Return field, Code 1 and follow screen prompts.

(3) An irregularity record will be produced from the matching origin record report and be available via CRT screen for update, review, and action.

c. In the event of a total refusal, the designated AMF/GMF personnel may, in bulk, re-assign all the mail to a specified direct system or segment contract. The following conditions must be met:

(1) Refusal must be in total.

(2) The selected contract to which the mail is to be re-assigned must be able to carry all the mail in total.

(3) The selected contract must be a segment contract or a direct system contract (no transfers).

(4) Origin records cannot have been transmitted to the St. Louis PDC.

d. Segment Contract Number or a direct system contract route/trip must be key entered before reassignment in bulk can be effected. If bulk reassignment can be effected, new ACT tags are not required; mail may be tendered to a new specific contract as is. If conditions (a), (b), and (c) are not met, the mail must be handled as new outgoing. Apply new ACT tags and enter it into scanning process.

e. The new routing information will be key entered in the explanation field of the irregularity file.

381.424 Refusal before contract closeout time--at this point some or all of the mail intended to be assigned to a contract may not be assigned.

a. Refusal--No Mail Assigned to a Contract. In the event a contractor refuses mail before any mail is assigned to his contract, the designated AMF/GMF personnel will suspend the contract for the day in the Basic Planned Routes File (2.4.1). For all contracts that are suspended with no mail assigned, the following origin record will be generated by the system at closeout time:

i. Origin
ii. Destination
iii. Date (Closeout)
iv. Time (Closeout)
v. Segment Contract Number
vi. Suspend Contract Code (Y)

This action will also generate an irregularity record for the maximum weight of the contract from the Planned Routes File as a refusal (Code 1). The following items will be system generated:

a.
- i. Irregularity Code (1)
- ii. Date (Closeout)
- iii. Time (Closeout)
- iv. Segment Contract Number
- v. Reporting Facility Code
- vi. Origin
- vii. Destination
- viii. Pounds (From Planned Routes Maximum Weight Field)
- ix. Operator ID
- x. Explanation of Irregularity CONTRACT SUSPENDED--NO MAIL ASSIGNED will be placed here. No irregularity form will be printed.

b. A Partial Refusal: A segment contract should never get into a situation that would necessitate reducing the maximum weight of the contract. Remember it is the contractor's responsibility to carry the mail whether he does it himself or gets another air carrier to do it for him. However, if the contractor informs the USPS that the maximum for the contract cannot be carried due to extenuating circumstances and the USPS agrees to lessen the maximum for the day, the amount the contractor can carry may be entered into the temporary maximum weight field of the Daily Planned Route File. Once the temporary maximum weight has been reached, no further assignment to the contract can be made for the day. This action must be exercised with care since the USPS would be agreeing to a no fault situation on the contractor's part.

(1) If the air contractor's refusal includes mail already assigned and/or tendered, mail will be handled in accordance with 381.423(a).

c. Total Refusal: If the air contractor's refusal notification is a total refusal the designated AMF/GMF personnel will follow procedures in 381.423(b) and (c).

381.43 Misrouting (Irregularity Code 2). Base irregularity record is created by scan of pieces.

.431 Misrouting occurs when mail is delivered or received at a destination other than the final destination as shown on the ACT tag routing label and air contract manifest. Misroutings may be due to contractor mishandling or to conditions beyond a carrier's control, such as airport closures and diversions.

.432 The USPS retains the right to repossess misrouted mail when delivery can be expedited by such action. For example, a contractor is forced to land at an intermediate stop because the destination airstop is temporarily closed. He retains possession for delivery to ultimate destination when conditions permit, and so notifies USPS. Surface transportation is available and will reach destination before any air service will be reinstated. USPS may repossess the mail, no irregularity will be created, no "reassignment" will be made, originating contractor receives full compensation as if he had performed the service.

.433 The USPS also retains the right to repossess mail when it is discovered at an intermediate point and obviously cannot make service commitments, as determined by the delivery time shown on the routing label. For example, a ramp clerk finds mail at an intermediate point at 1800 and the routing label indicates that delivery time is 1800. The ramp clerk knows that the contractor has no trip until the next morning, but can get the mail to destination by redispatching to another carrier. This would be considered a mishandling and should be treated as a misroute irregularity.

381.434 If a contractor must land the aircraft at an airstop other than the planned destination, and if he retains the mail and ultimately carries it to the final destination, no pay adjustment is required and no misrouting irregularity is created.

.435 Failing to meet a transfer or offloading in error do not constitute "no-fault" situations and such occurrences are to be handled as a contractor mishandling.

.436 Incoming mail operations require that all ACT tags on every piece of mail will be scanned with a laser scanning device in order that a destination record be created. A destination record will only be created if the ACT tag destination code and the scanning facility code match. To determine if the mail has been misrouted, the designated AMF/GMF personnel will determine the O/D from the ACT tag and follow these procedures:

a. Visually verify that the ACT tag destination is not his site. The mail will be removed from the incoming mail operation by the designated AMF/GMF personnel.

b. A determination must be made as soon as possible as to how the mail will be routed to its correct destination.

c. Check the routing label on the ACT tag to determine the contract to which the mail is assigned.

d. Contact the local representative of the contractor and state that the mail assigned to the contract is on site for an incorrect destination. State that the mail will be placed at the site's pickup point and returned for transport if the contractor can deliver the mail to the correct destination within a reasonable time.

e. If the contractor can transport the mail, prepare it for pickup.

f. If the contractor cannot transport the mail, procedures for alternate transportation will be followed as defined in 362, and the mail will be handled as follows:

(1) The existing ACT tag will be removed from the mail. A new ACT tag will be selected and attached to the piece of mail.

(2) The mail with the new ACT tag will be dispatched immediately to the outgoing operation.

(3) The ACT tag that was removed will be scanned with a laser scanning device and the code misrouting (Code 2) and contract number and weight will be entered into the ADP system.

(4) This will create an irregularity record and be available via CRT screen for update review and action. The AMF/GMF must input the intended routing and new routing into the explanation field of the irregularity file.

.437 If the piece of mail has no ACT tag, or if the ACT tag is unreadable, all of the data that can be determined from the mail itself will be entered into the missing tag file. It will then be necessary to request the destination office to watch for and identify the contract data that will appear on their unmatched origin record report the following day so that the irregularity report can be completed by the postal official at the misroute point.

.438 In most cases, a misrouting will create a need for a pay adjustment.

a. For segment contract misroutings as a result of contractor mishandling, the AO must ensure that the Irregularity Report is complete. This will require that all pertinent information such as intended routing, actual routing, date, contract, etc., regarding the mishandling be recorded.

381.438a.

It is most important that research results in an accurate description of the actual service performed. Data will be entered via CRT on line to PDC using LAVO irregularity processing-screen 3-AMF/GMF comments field.

b. The contractor will be deprived of all compensation for the entire segment for the volume of mail mishandled - as shown on the irregularity form. No pay adjustment is required.

381.44 Delayed Delivery (Irregularity Code 3)

.441 Irregularity record is system generated.

.442 A delayed delivery occurs when an air contractor fails to deliver mail to the destination facility as instructed by the ACT tag routing label and air contract manifest by the delivery time of the contract and time allowed for delivery. The recording of mail delivered late will be based on the delivery tolerances as defined in 375.

.443 Incoming mail operations require that all ACT tags on every piece of mail (NOTE: Only the container ACT on air contractor containers need be scanned) will be scanned with a laser scanning device in order that a destination record be created. See 374 for the transmission of the destination record, and 375 for the daily origin and destination record matching process at the St. Louis PDC.

.444 A potential Delayed Delivery Irregularity Summary Report as defined in section 375.5 will be received from the St. Louis PDC the day after recording, at the point of occurrence. The designated AMF/GMF personnel must review the Delayed Delivery Report, upon receipt, to determine the validity of the data. No action is required to recommend the irregularity.

381.45 Failure to Protect (Irregularity Code 4)

.451 Base irregularity record is created by total key input.

.452 This concerns the air contractor's failure to protect and/or safeguard mail while in his possession. Failure to protect includes failure to prevent unauthorized persons from having access to the mail and failure to transport mail on the ground in vehicles securely closed to protect the mail from loss or damage.

.453 ACT tags need not be scanned. The code for failure to protect (code 4) and contract number will be entered into the ADP system. This will create an irregularity record and be available via CRT screen, for update, review and action.

381.46 Failure to Pickup (Irregularity Code 5)

.461 Base irregularity record is created by total key input.

.462 This concerns the failure of an air contractor to meet the requirements for the pickup of mail at the designated postal facility as directed by the administrative official for the contract.

.463 ACT tags need not be scanned. The code for failure to pick up (5) and contract number will be entered into the ADP system. This will create an irregularity record and be available, via CRT screen for update, review and action.

381.47 USPS Irregularities (Irregularity Codes 8 and 9)

.471 The USPS may at times attempt to tender mail that has been assigned to a segment contract and recorded on its manifest, after segment tender time. If this occurs the USPS has not met its contractual commitments. For the contractor's record the USPS will record an irregularity against itself.

381.472 The following may occur on a segment contract:

a. Mail is tendered after tender time. If the contractor accepts, the USPS records an irregularity of late tender and mail acceptance by contractor, using irregularity code 8--USPS Late Tender/ Contractor Accepted. Procedures are the same as those for "Refusals", section 381.42.

Two copies are printed and distributed; one copy to the location and one copy to the contractor. The report data is then transmitted to the St. Louis PDC.

b. Mail is tendered after tender time. If the contractor refuses, the USPS records an irregularity of late tender and mail refusal by contractor, using irregularity Code 9 - USPS Late Tender/Contractor Refusal. Procedures are given in section 381.42.

Two copies are printed and distributed; one copy to the location and one to the contractor. The report data is then transmitted to the St. Louis PDC.

c. The USPS may apply an incorrect ACT tag to a piece of mail and assign it to a contract in error. The designated postal employee will create a Code 9 irregularity after closeout time, and reassign the mail with new ACT tags. (NOTE: ACT tag may be replaced and mail reassigned prior to closeout if the original ACT tag is retained for subsequent irregularity processing.

381.473 In the case of contractor refusal (code 9) it will then be necessary to reassign mail (remove old tags, apply new). New routing information will be entered into the EXPLANATION field.

381.5 Damages. The AO, TMO manager or the GMLD may initiate recommendations to assess damages against an air contractor for the USPS costs incurred as a result of contractor mishandling. It will then be necessary to prepare a fully documented file of all pertinent information to submit to the next level of review. The CO will make a final determination on all damage assessments .

382 Irregularity Procedure

382.1 Administrative Official

.11 For type A irregularities, the AO will follow these procedures:

a. Data regarding irregularities will be input/generated via CRT/SCANNER at the site observing the irregularity. The following data will be input (or captured by the system):

(1) Irregularity code
(2) Segment contract number
(3) Destination (for each ACT)
(4) ACT tag number
(5) Weight (for each ACT)
(6) Type container (if applicable)
(7) Serial number of container (if applicable)
(8) Explanation (comments about circumstances surrounding irregularity).

b. Once all the data has been entered, and the irregularity record is finalized, two copies of the irregularity form (Exhibit 17) will be printed. Both copies of the form will be placed in an irregularity folder in the AOs office. No further action is taken until the file is reviewed. (The decision to print the form shortly after input was made to (1) decrease the amount of communication necessary between the site's computer and the host computer at the St. Louis PDC and (2) eliminate the need for additional data storage capacity in the site's computer. In addition, all detailed data necessary for the AO to make a recommend/not recommend decision is available on-site and is not dependent on the St. Louis PDC's nightly processing.)

c. For irregularities created by using the FFDED, data will be uploaded to the computer periodically throughout each day. The AO will access pending irregularities, screen 4.2, and update/finalize each record in the same manner as with other irregularities. NOTE: All records for a contract must be finalized at the same time or multiple irregularity forms will be printed.

d. All irregularity data is transmitted to the St. Louis PDC with each data transfer session. Each irregularity is initialized with a (Y) in the recommend field. (The decision to initialize the recommend field of the irregularity file with a (Y) was made because under air contracting there are clearly defined requirements which must be met. Very few reported irregularities will be not recommended at the AMF/GMF. Based on having only a few in the not recommend status, this approach requires less work at the AMF/GMF level and has no impact at higher levels. After 7 days from the date of occurrence of an irregularity, all irregularity records with a "Y" in the AMF recommend field will be escalated to the next higher level of authority. Once this has occurred, the AMF/GMF can make no further changes to the record.

e. During the nightly processing, the St. Louis PDC will generate a summary report listing the total number of pieces and pounds by loose sack and/or container for each contract and type of irregularity. Following the nightly St. Louis processing, an Irregularity Summary Report (for all except delayed deliveries) will be transmitted to the printer at each site reporting an irregularity the previous day (Exhibit 18).

f. Each day the AO must review all irregularities reported the previous day and determine if each is to be recommended or not recommended. The AO can use either the actual forms left in the irregularity folder/file or the Irregularity Summary Report.

g. Each irregularity which the AO determines should not be recommended must be updated in the irregularity file resident at the St. Louis PDC. The AO will access the irregularity file via 3.0 on the Master Menu. The AO must enter (N) in the recommend field of each irregularity not to be recommended and enter an explanation of the decision in the free form text area for AMF/GMF comments. (NOTE: All misroutings require input of intended routing and new routings. For all not recommended irregularities, one copy will be discarded and the other copy will be maintained in the AOs file.)

h. Each irregularity, which the AO determines should be recommended, requires the following action:

(1) Sign both copies of the irregularity form

(2) Give one copy of the form to contractor

(3) Place one copy in AO's irregularity file

(4) Enter comments in the explanation area for AMF/GMF comments in the irregularity file resident at the St. Louis PDC (via CRT) if necessary, to assist in the adjudication process at a higher level.

(5) On all misroutings, enter intended routing and new routing in AMF/GMF comments.

(6) No entry in the recommend field is required since all were initialized with a (Y).

i. The AO will ensure that the contractor has the opportunity to discuss all recommended irregularities. (NOTE: Any meeting should be scheduled for no later than the Monday following the service week (Saturday through Friday). This will ensure that all determinations at the AMF/GMF level are finalized prior to escalation to the next higher level (TMO).

j. Based on a review of irregularities with the contractor, the following steps will be taken:

(1) If the decision is to not recommend the irregularity, the AO will complete procedures in 382.11(f).

(2) If the decision is still to recommend the irregularity, the AO will enter an explanation/comment in the explanation field for AMF/GMF comments in the irregularity file resident at the St. Louis PDC (via CRT). This information will be used by the CO or his designee in the final adjudication process.

k. There may be times when more than one irregularity is charged against the same contract (window of service). For example, there could be failure to pickup or refusal at origin, a failure to protect or misroute at an intermediate point, a delayed delivery at destination, etc. The AO must consider each mishandling on its own merits. The CO will have final determination on penalty assessments.

382.12 The AO will follow these procedures for type B (delayed delivery) irregularities:

a. The St. Louis PDC will generate all delayed delivery irregularities as part of the nightly O/D matching process. This process will compare the destination scan time to the delivery time on segment contracts. (NOTE: A predetermined time allowance will be given at each AMF/GMF to account for postal operations handling of mail through the scanning operation). All irregularities will be initialized with a (Y) in the recommend AMF field and placed in a potential delayed delivery irregularity file.

b. Each night following the generation of the delayed delivery irregularities, the St.Louis PDC will produce a Potential Delayed Delivery Irregularities Summary Report for all AMF/GMF facilities. This report will list the segment contract number and the total number of pieces and pounds by both loose sack and container for which a delayed delivery irregularity was generated. The Potential Delayed Delivery Irregularities Summary Report will be transmitted to each destination site's printer following the nightly processing at the St. Louis PDC.

c. The AO or his designee will review the Potential Delayed Delivery Irregularities Summary Report and determine whether each should be recommended or not recommended.

d. If the decision was to recommend the irregularity, an update to the potential delayed delivery irregularity file resident at the St. Louis PDC will be required as follows (see 376).

(1) Enter date in the date recommended AMF field.

(2) Enter an explanation of decision in the AMF comment area.

e. Following the update process described in (d) above, two copies of the recommended delayed delivery irregularities will be printed. After this activity, the AO or his designee will follow procedures in 382.11(g) through (i) as applicable.

f. If the decision was to not recommend the irregularity, an update to the potential delayed delivery irregularity file resident at the St. Louis PDC will be required as follows:

(1) Enter (N) in the recommend AMF field.

(2) Enter an explanation of the decision in the AMF comment area.

g. Each night the St. Louis PDC reviews the potential delayed delivery irregularity file to determine the status of all delayed delivery irregularities generated the previous day. If the recommend AMF field contains (N), the potential delayed delivery irregularity record will be placed in a not recommended irregularity file and removed from the potential delayed delivery irregularity file. If the recommended AMF field contains a (Y), the potential delayed delivery irregularity record will be placed in the irregularity file and removed from the potential delayed delivery irregularity file. (NOTE: The system generates the potential delayed irregularities based on scheduled delivery time and operations and does not consider weather conditions or air traffic delays, etc. This approach eliminates the need to transmit data (irregularity details) from the St. Louis PDC to each site and allows for timely resolution of potential delayed delivery irregularities).

382.13 For both type A and type B irregularities, the designated AMF/GMF personnel must ensure that each report is fully documented, which may require additional data: i.e., if the occurrence was beyond the control of a contractor, it must be so noted.

382.14 Meeting With the Contractor

.141 Once a recommended Irregularity form is produced a copy must be sent to the contractor for his review and/or discussion. For this purpose the AO must meet with the contractor representative to further determine if such irregularity was indeed chargeable to the contractor. Subsequent to the meeting the AO will either allow the recommend to stand, or edit the report via CRT entry to indicate a not recommend. (NOTE: Meetings with contractors may be conducted by telephone as often as required to adjudicate irregularities. A written memo of all meetings must be maintained).

382.142 If the irregularity record is updated, the edit must include the justification for the change. Copies of not recommended forms may be discarded. It is important that the AO review the reported irregularities and make a recommend or not recommend decision on a daily basis to ensure that the contractor is promptly notified (normally within 24 hrs).

382.2 Contracting Officer (CO)

.21 Review. The CO will receive a weekly listing of all irregularities recommended by the AO. Upon receipt of this listing, the CO will review for completeness and accuracy. The following procedures will apply:

a. Every Monday evening (Tuesday morning) following completion of normal nightly processing, the St. Louis PDC will generate an AMF/GMF Recommended Irregularities Summary Report for the CO. This report will contain a summary of all irregularities which were recommended by the AO the previous service week (Saturday through Friday). This report will be transmitted to the TMO.

b. Every Tuesday morning upon receipt of the AMF/GMF Recommended Irregularities Summary Report, the CO or his designee will begin reviewing the irregularities. (NOTE: This summary report will contain the data displayed in the original irregularity form. The same information plus the AMF/GMF comments will also be available via CRT on-line with the St. Louis PDC in the irregularity file.)

c. A decision by the CO or his designee to not recommend will require an update to the irregularity file resident at the St. Louis PDC as follows:

(1) Enter (N) in the chargeable CO field.

(2) Enter an explanation of the decision in the CO comment area. Also input the date the decision was made.

d. A decision by the CO or his designee to recommend will require an update to the irregularity file resident at the St. Louis PDC as follows:

(1) Enter (Y) in the chargeable CO field.

(2) Enter date in the date recommended CO field.

(3) Enter an explanation of the decision in the CO comment area.

e. Once a month (or other cycle as later defined) the St. Louis PDC will produce an assessment form/report for each contractor having a chargeable irregularity during the reporting cycle. The form will be in two parts. The first part will list all details necessary to notify the contractor of an assessment. Two copies of this first part will be produced. The CO will send one copy to the contractor and the other copy will be maintained in the CO's file. The second part (also two copies) will be a summary listing of the assessment and will be used to notify the St. Louis PDC to assess the penalty. The CO will sign both copies, send one copy to the St. Louis PDC, and file the other copy. Upon receipt of a signed assessment notice, the St. Louis PDC will assess the penalty.

f. Every Monday evening (Tuesday morning) following completion of normal nightly processing, the St. Louis PDC will generate an Irregularity Aging Summary Report. This report will contain a summary of all irregularities which were escalated to the CO at least 14 days prior to report production and for which the CO has taken no action (no entry in the recommended CO field). The report will display these irregularities in the following aging categories:

(1) Over 7 days - under 14

(2) Over 14 days - under 28

(3) Over 28 days

This report will be used to manage the entire irregularity processing to ensure timely resolution.

382.22 Incomplete Reports--All reports found incomplete or inaccurate will be referred back to the AOs office for further review.

.23 Assessment--For all reports found complete and accurate, the CO will enter, via CRT, his decision as chargeable or non-chargeable for each recommended report. St. Louis PDC will produce an assessment form which will include (1) all data pertaining to the irregularity and (2) the dollar amount of the penalty assessment.

.24 Notification--The CO must ensure that the contractor in question is notified of penalty actions taken, informing him of his rights of appeal as provided for in the contract.

.25 HQ will receive a monthly listing of all irregularities that have been reported but for which no action has been taken by the appropriate reviewing postal officials within 30 days of the occurrence of the irregularity.

383 Performance Monitoring

383.1 Segment contract performance reports that will be generated are as follows:

a. Segment Contract USPS Performance Report (Exhibit 22)
b. Air Contractor Container Utilization Report (Exhibit 27)
c. Monthly Summary of Segment Contract Irregularities (Exhibit 21)
d. Monthly Summary of Irregularities (Exhibit 20)
e. Monthly Listing of USPS Irregularities (Exhibit 23)
f. Weekly Exceptions--Segment Contract Performance Report (Exhibit 22a)

383.2 Review Procedures

.21 It is the responsibility for all field managers to review these reports to determine what action should be taken to correct the irregularities.

.22 Upon review of the performance reports, the AO should determine causes for failures occurring in his specific area. It may be necessary to contact the contractor to accurately determine causes and possible remedies. Upon completion of such determination, a case file will be prepared and forwarded to the AOs respective TMO, with as much information concerning the report as possible.

.23 The TMO manager will review the Monthly Summary of Irregularities to ascertain if any problems exist with the transportation service provided by the contractor and to determine the effect such poor service has on our service standard achievement. He will also monitor the AO's reporting of irregularities.

390 CONTRACT ADMINISTRATION

391 Distribution of Contracts

391.1 All contracts executed by the CO will be produced in their final form at the St. Louis, PDC. From here copies will be distributed as follows:

a. Contracting officer--all contracts

b. GMLD--all contracts

c. AMF/GMF--General Provisions, Segment Contract Specifications

391.2 AOs, (AMF managers and postmasters) will recieve only a copy of the general provisions, and specifications to both the segment and system contracts. Specific service requirements for each contractor performing service within any given window may be called up on a CRT screen which will be current in all cases.

391.3 Contractors will receive one copy of only their contract. If an air contractor requests a copy of another air contractor's contract, do not honor the request, but refer the contractor to the CO.

392 Maintaining Contract Files. All offices possessing hard copies of contracts must ensure that all amendments, changes and any correspondence received regarding the contract are placed in the contract file and distributed in the same manner as the original contract (see 391.1).

393 Contract Changes

393.1 Any change effected by the Contracting Officer or a Contracting Officer Representative will be made by executing a Form 7406, (Exhibit 3), Amendment to Contract, in triplicate. The issuing office will distribute the amendment as follows:

a. One copy each with original signatures to:

(1) Base file kept by the CO

(2) Postal Data Center, St. Louis, Missouri

(3) Contractor

b. One copy of the original form retained by the issuing office if the issuing office is not that of the CO.

c. The St. Louis PDC will then issue copies to all offices possessing a hard copy of the contract.

393.2 There is only one postal official having authority to negotiate a change with an air contractor: the CO, or his designee. There are no limits on the CO's authority to effect changes as specified in the contract. It is his policy, of course, to confer with all parties affected before any such change is effected.

394 Termination or Suspension

394.1 Termination. There are two categories of terminations which may be effected only by the CO and which can be in whole or in part. These are:

a. Termination for Convenience. The conditions under which termination for convenience can be made are contained in the segment contract. Only the CO may take this action.

b. Termination for Default. The other type of termination which may be effected is that for default. When a contractor continually fails to provide the service specified in his contract, only the CO may effect this type of termination. All affected parties will be notified well in advance of the effective date so as to arrange for replacement service.

394.2 Suspension. From time to time, it may be necessary to suspend a contract as a result of operational difficulties on the part of the Postal Service or the contractor or group of contractors. Examples of such circumstances requiring suspension are contained in the contract. When such action is necessary, only the CO may authorize the suspension.

CHAPTER 4

SYSTEM CONTRACTING

410 GENERAL

The various administrative and operational responsibilities related to the dispatch of mail to air contractor system contracts are contained in this chapter. It is important that the principles and uses of these contracts be fully understood.

420 CONTRACTUAL TERMS

421 SCOPE

There are approximately 22,000 origin/destination (O/D) pairs covered by system contracting. In addition, these contracts also apply on O/D pairs contained in segment contracts subject to the conditions shown herein. Following are some of the important aspects of system contracting. The scope of an air carrier's system contract is the carrier's entire network determined by the schedules published in the Official Airline Guide (OAG) and any additional schedules the air carrier provides the OAG for exclusive distribution to the Postal Service.

422 Compensation to an Air Contractor. Under terms and conditions of a system rate contract, compensation will be based upon great circle miles as determined on the routing instructions.

423 Delivery and Tender Requirements. These requirements, including those for transfers, are provided in the contract. The actual times are prescribed in Appendix A of the specifications to each carrier's contract.

424 Interlines. These are allowed under system contracts, and contractors will be required to effect interlines when so designated on the billing document (manifest).

425 Rates. System contracts contain a loose sack rate only. Container rates have been omitted because of the expected low volumes and the presence of pivot or minimum weights for containers. In addition to the normal system rate for O/D pairs not covered by segment contracts, two additional rates apply for those O/D pairs where segment contracts do exist.

426 Schedule Changes. At any given time during the term of the contract, a contractor may add, delete or otherwise change a flight or flights without approval of the contracting officer. Consequently, no amendments for this purpose are needed.

427 Delivery, Tender, and Transfer Times. As shown in Appendix A of the system contract specifications, these times for each contract may be negotiated and amended by execution of Form 7406, Amendment to Transportation Services Contract.

428 Boarding and Removal of Mail

428.1 Boarding Priorities Under the system contracts there are three separate and distinct boarding priorities:

(1) For O/D pairs contained in segment contracts for the day, mail will be boarded on a space available basis at the system non-priority boarding contract rate (system contract rate "B"). As for space available, under contract it takes on a new meaning, whereby personnel responsible for dispatching/tendering mail to system contractors over O/D pairs having segment contracts will prearrange such tender: i.e., contact the lowest cost carrier able to provide the service and ask if he has space available for a particular flight. If he does not, he will not be subject to any penalties. The next lowest cost contractor will then be contacted. This process is to continue until the mail has been tendered .

(2) For O/D pairs contained in segment contracts for the day, excess mail will be boarded after confirmed passengers and their baggage and segment contract mail if tendered at the system priority boarding contract rate (system contract rate "C").

(3) For O/D pairs not included in segment contracting, mail will be boarded after confirmed passengers and their baggage and segment contract mail, but before freight. (System contract rate "A")

428.2 Removal of Mail. Once boarded, mail may not be removed to accommodate freight. When a contractor is required to transport sensitive cargo such as human remains, blood, etc., mail may be preempted at origin or at an intermediate point, provided the contractor notifies a Postal Service official.

429 Schedules of Carriers. Schedules for O/D pairs which are contained in segment contracts will not be shown in the Planned Routes Report unless a schedule is to be used for a special class of mail. However, all such schedules will be in NASS at the St. Louis PDC.

430 CONTRACTUAL RESPONSIBILITIES

431 General. As with segment contracts, there are contractual obligations on the part of the Postal Service and a contractor present in any system contract. These responsibilities are enumerated in this section.

432 Postal Service Responsibilities

432.1 In tendering mail to a contractor under a system contract, dispatching units will observe the tender times contained in the contract. When dispatching mail to a contractor for an O/D pair contained in a segment contract, it may not be possible nor practical to observe the time shown therein because of the space available application. In such instances, try to arrange for transportation and tender times as far in advance of departure as possible.

432.2 Upon completion of service, contractors will be compensated based upon their rate times the pounds of mail times the great circle miles for each service leg. These computations will be calculated by the St. Louis Postal Data Center; however, we are obligated to ensure that certification of service performed is accomplished at destination.

432.3 The General Provisions of each contract specify an appeal process.

432.4 The Postal Service is held accountable for any equipment belonging to a contractor while such equipment is in our possession or otherwise in our control.

432.5 The Postal Service is obligated to furnish a billing or routing document, identified as a manifest, to a contractor when mail is tendered.

433 Contractor Responsibilities

433.1 All contractors are required to pick up mail at AMFs or other designated areas as shown in Carrier Route System Specifications.

433.2 The contractor is responsible for all other terminal services such as necessary sortation, loading and unloading aircraft and delivery to the Postal Service at destination.

433.3 Contractors must transport mail on flights shown on the dispatch document, including any transfer mail. Any delayed delivery will be recorded by the ACDCS, producing an Irregularity Report. A description of the ACDCS and its function is presented in another portion of this handbook.

433.4 All contractors are subject to 100 percent accountability in that there will be a record of all mail tendered at origin and delivered at destination.

433.5 Contractors are also answerable for damages suffered by the Postal Service in performance of service under a contract.

434 Additional Contractor Responsibilities. Additional responsibilities for the proper handling of mail and postal equipment which apply to both types of contracts are as follows:

434 a. Contractors must efficiently and expeditiously transport all mail tendered to them within the service requirements of their contract(s).

b. Contractors must ensure that all personnel engaged in the processing and handling of mail protect it from damage, destruction, loss or theft. Mail must not be left unattended except in secure areas. When mail is outdoors it must be covered at all times to prevent exposure to inclement weather.

c. Contractors must promptly notify the local USPS manager of any known or suspected loss, theft, destruction or mistreatment of mail and must advise all employees engaged in transporting mail that they must cooperate with and assist Postal Inspectors in their duties.

d. Contractors must permit only authorized personnel to have access to mail handling areas.

e. Contractors must provide sufficient mailhandling personnel to handle all mail within the time frames specified by their contract. The contractor is responsible for the protection and expeditious handling of mail until it is returned to the custody of the USPS. The contractor is responsible for the actions of any agent or contractor acting in his behalf.

f. Contractors must ensure that employees receive proper training relative to mailhandling procedures and security requirements.

g. Contractors must immediately notify the USPS of any incident resulting in damage, delay or loss of mail resulting from aircraft accidents, bomb threats, fire, hijacking, work stoppages, or other similar incidents.

h. Contractors must answer promptly all correspondence from officials of the USPS.

i. Contractors must immediately notify the GMLD and the nearest postal facility if an aircraft in which mail is being carried is involved in an accident. Notification information should include date, time, place, flight number and condition of mail if known. Contractors must protect the mail from further loss or damage to the extent possible. (NOTE: Only a representative of the National Transportation Safety Board or a Federal Aviation Administration (FAA) designee can release mail involved in an aircraft accident to the USPS).

440 DISPATCHING MAIL UNDER CARRIER ROUTE SYSTEM CONTRACTS

441 Transfers

441.1 Two transfers are allowed per dispatch in compliance with the NASS dispatch and routing policy, one of which may be interline.

441.2 Use of system contracts within segment contract O/D is referred to in Chapter 3 and in Section 420.

442 Mail Processing Unit (MPU)

442.1 Definition. For this purpose, MPU's will be defined as those units that process and prepare all mail classes/types for air dispatch. This includes all units whether their location is inside or outside a GMF or an AMF.

442.2 Tieout of Mail. NASS Tieout Report will determine when the tieout of mail at each operation within the MPU must be completed in order to meet its planned dispatch.

442.3 Application of the Air Contract Transportation tag (ACT tag) at the MPU (Exhibit 11). To complete the preparation of all pieces of mail (sacks, trays, outsides and USPS register container(s) for transport to the air contract dispatch unit at a GMF or an AMF, the following must occur:

a. Attach the basic preprinted Air Contract Transportation Tag (ACT) to all pieces of mail by mail class/type. All registered mail will have either a barcoded label or act tag attached (see 451.31).

442.3 b. Tags will be stored for use (as determined by local management) in the appropriate mail processing tie-out areas for ease of application. This includes all pouch racks, outside sortation areas, tray banding units and registry sections. Detailed procedures for identification of registered mail are defined in Section 451.31.

c. Attachment of the tags will be determined by reference to the NASS Dispatch Report by Destination/Operation and the NASS Labeling Report.

d. Physical attachment to pieces will be on the top of all outsides. Attachments to sacks will be at the top, by applying the tag to the molded plastic holder. Attachment to trays will also be on the top.

e. Tags may be provided to private mailers so long as proper control can be maintained. The mailer must be provided an accurate list that reflects the proper ACT tag to be applied, by destination and mail class.

f. Contingency, Generic ACT tags are to be used when ACT tags are not available for a destination (EXHIBIT 11A).

g. Unique ACT tags are to be used for mail destined for JFK. They will be selected by the three digit destination ZIP Code (Exhibit 11B).

h. If Registered mail is also perishable or hazardous material, the ACT tag will show R for the mail class. The designated AMF/GMF personnel must then take the following steps:

(1) Check the Planned Routes File to determine the next routing for registered mail that will accommodate the Haz-Mat/perishable mail.

(2) If the next planned routing is acceptable, scan the ACT tag and follow normal loose sack dispatch procedures.

(3) If the next planned routing for registered mail will not accommodate Haz-Mat or perishables, select the first available routing by which the mail can be dispatched and follow normal operational procedures. It may be necessary to hold that mail

until a contract is open and normal scanning operations can occur. Alternate transportation may be required.

i. If Express Mail is also perishable or hazardous material, the ACT tag selected will show H or G as appropriate.

442.4 Distribution Labels

.41 Operations managers and supervisors are responsible for ensuring that each pouch, sack, tray, outside piece or container is properly labeled and tagged.

.42 All labeling and tagging will be in accordance with NASS reports.

.43 Color coded labels used by the USPS show the expected delivery day (Monday-Saturday). All mail dispatched from one post office to another must be programmed to the code. A different color label is used by the dispatching post office to designate the expected delivery day of the mail in the pouch, sack or tray. This will be based on the service standard established for a particular class of mail.

.44 Color codes for slide labels are:

Monday - Blue
Tuesday - Orange
Wednesday - Green
Thursday - Violet
Friday - Yellow
Saturday - Pink

.45 AMF operations managers and air stop point supervisors will notify the TMO manager of any mail which consistently does not arrive in accordance with the established color code.

.46 Dispatch Clerks must use only the correct color coded labels.

442.5 Mail at the MPU must be sorted and staged as follows:

a. To the extent possible, the MPU will sort and stage mail to be transported via air by destination.

b. USPS containers (GPMCs, etc) used to transport the mail must be clearly marked as to contents/destination using Form 9020 and/or in-house routing label. In the event USPS containers (GPMCs, etc) cannot be made up to destination, mixed loads are permissible; however, they should also be clearly marked as MIXED LOOSE SACK.

c. NASS Dispatch Reports will indicate the mail/destinations planned for loose sack dispatch.

442.6 Transport to Air Contract Dispatch Unit at AMFs

.61 Transportation, PVS or HCR, must be scheduled to be compatible with air contracts. Schedules must be planned to ensure that the USPS meets the contractual commitment regarding contract tender time (mail due contractor time) before flight departure, and in-house processing time (close-out time). Equipment size must be planned for the same reason.

.62 If transportation cannot meet the schedule, the AMF must receive notification of delay time, destination of mail and volume. If delay occurs before dispatch, the responsible GMF employee must notify the AMF. If delay occurs enroute, the PVS driver or HCR contractor must notify both the GMF and AMF. Both PVS drivers and HCR contractors must be held accountable for immediate and proper notification.

443 Air Contract Dispatch Unit at Origin GMFs or AMFs

At this point mail will be unloaded, sorted and transported to specific areas, as necessary, to be inducted into the ACDCS for processing and contract assignment, as follows:

a. Mail arriving at an AMF/GMF and not identified as either container or loose sack will be separated by visually scanning the destination and determining the method of movement by a comparison with the facility planned contract route by destination.

b. Visually verify that an ACT tag is attached to each piece of mail. If it is attached, direct as follows:

(1) Mail not requiring special handling or recording will be directed to the loose sack assignment area. Procedures for loose sack assignment will be followed.

(2) Mail requiring special handling or recording will be directed to the appropriate area (see 450).

c. If an ACT tag is not attached to a piece of mail, direct mail to the ACT tag assignment area for application and proceed as follows:

(1) Visually scan the distribution label destination ZIP code/mail class. Determine the ZIP Code/mail class and compare this with the NASS Dispatch Report to ascertain correct three letter destination alpha code to which the mail is to be dispatched.

(2) Select and apply correct ACT tag for destination/mail class and direct mail to separation/contract assignment area.

444 Contract Assignment

444.1 Contract assignments will be based on and accomplished by each site's Planned Routes File (Screen 2.4.2). The file will include all NASS planned air contract dispatches and the air contract data necessary for mail to be assigned to a contract flight. The Planned Routes File will be part of each site's ADP data base for the automatic assignment of loose sack mail. Each site's Planned Routes File will be updated weekly by the TMO and transmitted to each site, from the St. Louis PDC. The following are available via CRT screen and, as necessary, as hard copy produced on site:

a. Basic Planned Routes File - Frequency, Mail Class and Closeout Time Fields may be edited for the following service week (Saturday through Friday) providing that no daily records have been built; this should be done no later than midnight of the preceding Thursday.

b. Daily Planned Routes File - May be edited on a daily basis.

c. Planned Air Contract Transportation Dispatch Report (Weekly Report from St. Louis PDC).

444.2 Basic contract assignment for each piece of mail (sack, tray, outside, USPS container) will be accomplished by scanning its ACT tag with a laser scanning device. The device will read the bar coded destination/mail class, and transmit the data to the site's ADP equipment where it will be matched with the next planned air contract flight to the destination, in time sequence. The data will be converted to applicable frequencies to ensure that it is within the closeout time range. The ADP equipment will assign and produce the routing label to apply to the ACT tag and will notify the air dispatch unit, via CRT screen, if there are no contracts available to a destination (see 460). NOTE: All induction unit employees must watch for mail that already has a routing label applied to the ACT tag. These pieces must be culled from the system to determine the appropriate handling. At no time should a second routing label be applied to a piece of mail.

444.3 Closeout time is a part of the Planned Routes File for a system contract routing, and is defined as:

a. The time all available mail must be assigned to a system routing. No assignment will be made at or after this time for the day/frequency. This is necessary to ensure that all mail assigned to a routing can meet and be available for final pickup to meet the contract tender time (mail due contractor time) before origin flight departure.

b. Closeout processing time in minutes is a NASS data element and will be locally determined as follows:

(1) AMF Site: Time in minutes to process one piece of mail beginning at scan (dispatch assignment) to making it available for air carrier pickup at a designated point.

(2) GMF Site: Time in minutes to process one piece of mail beginning at scan (dispatch assignment) to making it available for highway transport *plus* the time in minutes necessary for highway transport from the GMF site to the airport, making the mail available for air carrier pickup at a designated point.

c. This processing time will be added to the Mail Due Contractor Time and the combination will be deducted from the leave time of the flight/routing and create the closeout time for the Planned Route File as illustrated below. This time will be entered into the NASS data base by the TMO for the facility.

EXAMPLE:

CLOSEOUT/PROCESSING TIME	MAIL DUE CONTRACTOR TIME	SYSTEM CONTRACT FLIGHT LEAVE TIME	SYSTEM CONTRACT CLOSEOUT TIME
30 minutes	30 minutes	0800	0700

445 Loose Sack Assignment

445.1 Assignment Areas. Air dispatch units will designate a specific area for assignment. Assignments will be initiated by the induction of mail planned to be transported loose sack into the site's ACDCS (continuous flow, work station, low volume, as applicable). NOTE: All induction unit employees must watch for mail that already has a routing label applied to the ACT tag. These pieces must be removed from the system to determine the appropriate handling. At no time should a second routing label be applied to a piece of mail.

445.2 Loose Sack. Loose sack mail received at the AMF/GMF outgoing area will be inducted into the scanning operation. The following will occur:

a. The bar code of each ACT tag attached to each mail piece (sack, tray, outside, etc.) will be scanned. The scan of the bar code of each ACT tag will determine if the mail is incoming or outgoing.

b. A comparison of the three character destination in the bar code with the three-character code of the scanning facility will be made. If they are a match, mail is incoming and a destination record will be created (see 472). If they do not match, the mail piece is considered as outgoing and assignment will continue.

c. Each valid scan and weigh will produce the destination, mail class and ACT number, weight. This data recorded will be transmitted to the site's ADP equipment.

445.3 ACT Tags

.31 When no preprinted ACT tags are available for a specific destination, a stock of ACT tags with "Blank" by mail class encoded into the bar code will be provided to each AMF/GMF. The area where the destination is normally printed in large letters will be blank. The specific destination will be written into this area so that the operator can key it manually.

.32 When an ACT tag is scanned and the destination equals "Blanks", the system will prompt the operator to enter destination. The proper destination of the mail must be key entered via CRT.

.33 The destination and mail class identified by the scan of the ACT tag will then be used to search the Daily Planned Routes File to find the routing for the destination and mail class. The search for the routing will encompass the Daily Planned Routes File for the next 24 hours after the scan.

445.4 Routing. The appropriate routing for loose sack mail will be determined as follows:

a. If mail class of ACT is (H) (hazardous), the routing having the earliest departure (at least two hours and ten minutes in advance of a system routing leave time) to that destination which has a (Y) in the Hazardous Indicator in the Planned Routes File will be selected.

445.4 b. If mail class of ACT is (G) (perishable), the routing having the earliest departure (next closeout time) to that destination which has a (Y) in the Perishable Indicator in the Planned Routes File will be selected.

c. If mail class of ACT is (J) (PAL), the routing having the earliest departure (next closeout time) to that destination which has a mail class of (F) in the Planned Routes File will be selected.

d. If mail class of ACT is (R) (Register), the routing having the earliest departure (next closeout time) to that destination which has a mail class of (R) in the Planned Routes File will be selected.

e. If mail class of ACT is (F) (First Class), (P) (Priority), (E) (Express Mail), the routing having the earliest departure (next closeout time) to the destination which has that mail class in the Planned Routes File will be selected.

445.5 Alternate Routes. When no routing is available for the 24 hours following the scan, the operator will be notified via CRT screen so that the mail can be removed from the scan area and forwarded to a manual routing review unit. The air dispatch unit will follow the procedures in 460 to find an alternate contract flight for the transport of the mail.

445.6 Forced Assignment

.61 As necessary, the assignment of mail to a specific contract may be limited to a specific mail processing station. This action requires the AMF/GMF supervisor to key enter the workstation ID in the contract forced field of the Daily Planned Routes File.

445.62 When using this forced assignment procedure, the following will apply:

a. More than one contract can be forced to a single station.

b. If a contract is forced to a particular work station, it is not available to any other station.

c. At the work station to which a contract is forced, no other restriction to contract selection is to be used, e.g., that station can still assign mail to other contracts with the same destination as the forced contract. All the normal assignment rules still apply.

d. When the forced assignment is no longer necessary the workstation ID will be removed from the contract forced field of the Planned Routes File. If no action is taken, the entry is automatically removed at closeout time.

445.7 Routing Label (Exhibit 12). The information from the Daily Planned Routes File will be passed to the site's on-demand label printer which will produce the routing label to apply to and complete the ACT tag. The completed ACT tag with routing label will provide the necessary instructions for the air contractor to transport the piece of mail. The information on the routing label consists of the following elements:

a. System Contract Number (Origin RT/TRIP)
b. Origin
c. Departure Time
d. Date
e. Weight
f. ACT tag number
g. Transfer Points (2 maximum)
h. Transfer RT/TRIPS (2 maximum)
i. Accumulated Weight

If a routing label is damaged or lost, it may be immediately reprinted by depressing the F13 key. This must be done before the next piece of mail enters the scan/weigh modules.

445.8 Rejected Mail. Mail rejected in the scan ACT tag process as unscannable must be manually handled before it can be reinducted into the SCAN operation. The designated AMF/GMF employees will be required to determine the correct destination and mail class by viewing the human readable portion of the ACT tag. Once the correct destination and mail class information has been obtained remove the old ACT tag, locate a correct ACT tag from the unassigned stock & apply to the mail piece. The mail piece with the new ACT tag is then sent to the scan operation.

446 Monitoring Contract Weight

446.1 Each site's ADP equipment will record and tally the weight of the mail as it is assigned to a contract and may be displayed on the Daily Planned Route File.

446.2 Loose sack mail weight will be added to the contract accumulated weight as contract assignment is made for each piece.

447 Production and Distribution of the Air Contract Transportation Manifest

447.1 The USPS will provide a document to the air contractor indicating mail assigned to a contract, contract data and weight. At closeout time of a system contract routing, the site's ADP equipment will automatically produce an Air Contract Transportation manifest, containing recorded data for the dispatch. (Exhibit 14 and 14A).

447.2 Two copies will be produced for a direct or intraline system contract routing for distribution to the origin contract point and to the contractor at final tender.

447.3 Four copies will be produced for interline system contract routing. Copies 3 and 4 are provided to the origin contractor for exchange between the two contractors at the interline transfer point.

447.4 To complete the manifest, the designated AMF/GMF employee will verify the document, sign his name in ink in the signature box and enter day, month, year and time on all copies. The origin contractor's representative will do the same.

447.5 AMF/GMF's will have the capability to print formatted blank manifests as necessary.

447.6 If a facility wants only one copy of each manifest to be produced for use with multipart paper, the site manager must enter system commands to effect the change.

448 Tender of Mail to Contractor

448.1 All mail assigned to a system contract, flight/routing, must be made available for the contractor to pick up before the contract's tender time (mail due contractor time) before flight departure.

448.2 The local administrative official will coordinate with the contractor the pickup of mail, the designated pickup point and the number of pickup times necessary.

448.3 At the contractor's final pickup of mail or other mutually agreed to time (after closeout time) the designated AMF/GMF employee will deliver the manifest(s) to the contractor.

448.4 The USPS may at times attempt to tender mail that has been assigned to a system contract routing and recorded on the manifest, after the system's mail due contractor time. If this occurs, the USPS has not met its contractual commitments. For the contractor's record, the USPS will record an irregularity against itself (see 481.47).

448.5 The USPS may at times apply an ACT tag for a destination other than that of the piece of mail. The following may occur:

a. If the error is detected before contract assignment, replace the incorrect ACT tag with a proper one and process in the normal manner.

b. If the error is detected after contract assignment, create a code 9 irregularity with an explanation of USPS error - incorrect ACT tag". This irregularity must be created after closeout. Keep one copy of the irregularity form and give the other copy to the contractor as documentation that the weight shown on the manifest should be amended. This action will provide for proper payment and no further processing of the irregularity will be required.

449 **Transmission of Origin Record.** The origin records will be transmitted to the St. Louis PDC automatically, on a frequency determined by the site, where they will await matching destination records. The PDC will also summarize the total weights and pieces by contract and will transmit the data to the contract destination (Exhibit 15). Where transfers exist, origin data will also be transmitted to the transfer point.

450 MAIL REQUIRING SPECIAL HANDLING OR RECORDING

Mail requiring special handling, such as mishandled mail (irregularities), registered mail, container mail, will require on-line entry via CRTs to access files for data entry or update. Detailed procedures are contained in Chapter 8 of the Operator's Guide, Course Number 50512-11. However, there are three basic types of screens that are used - the request, or search, screen, where all or part of the record search data is entered; the listing screen, where a listing of all records that meet your request criteria appears for selection; the record itself, which allows you to add, change, delete or inquire against the record. If all fields in the search screen are completed, the record will appear without the intervening "listing" screen.

451 Registered Mail

451.1 Registered mail requires security and verification at all handling points. Each individual piece is assigned a unique identification number at origin. It is always processed in a secure area (CAGE) registry unit. All applicable requirements and instructions must be followed. (See Handbook DM-901, Registered Mail, CON CON Instructions, March 1, 1981 and "Coded Shipment Instructions" March 1, 1981. CON CON (Concentration and Convoy) mail is registered mail which may be picked up and delivered planeside by the USPS at certain designated airports. The Concentration and Convoy Program consists of a single daily daylight or authorized night air dispatch of Registered mail between selected AMFs and the convoying of those dispatches between designated AMFs and planeside. Each pouch/sack, outside piece, and USPS plastic security container dispatched in a CON CON shipment must be identified by a Tag 1, CON CON and/or a Label 10, CON CON. Dispatches of registered CON CON mail will go directly to the aircraft for loading. Air carriers are not permitted to hold this mail in their holding areas or baggage rooms.

451.2 Upon request, the contractor must provide the USPS with the flight number before tender and must provide the USPS the following information:

a. Actual Flight Departure Time
b. Flight Number
c. Aircraft Registration Number
d. Aircraft Compartment Location of Mail

451.3 Identification

.31 Registered mail will be uniquely identified by a bar coded adhesive backed label having one destination of the 47 con-con sites. This label will be attached to Label 10 or PS Tag 1 (Exhibit 32). The bar coded label will be read in the registry cage where the routing label will be produced and applied to the opposite corner of the Label 10 or Tag 1.

.32 For registered dispatches to non con-con sites when advanced notification and security files are required (High Value, Precious Metals), "blank" ACT tags with mail class "R" will be used.

.33 If no security functions are required and mail is not readily identified as registered (double pouched) the ACT tag will show mail class of F, P, etc., as appropriate.

451.4 Dispatch

.41 Nass registered dispatch reports will contain planned registered dispatches and will be part of each site's Planned Routes File. Dispatch information will include the system contract flight number. To determine the routing, the bar coded label or ACT tag will be scanned while the piece is on a scale being weighed (see 445). A base O/D registered record will be created and available via CRT screen (Screen 2.3.2). The weight of the piece will be added to the accumulated weight for the contract and both weight and pieces will be cumulative on the registered record.

.42 The following data will be available on the base O/D registered record (Screen 2.3):

a. ACT Tag Number
b. Origin
c. Contract Number (1st Route/Trip)
d. Scheduled Leave Time
e. Pounds
f. Destination
g. Scheduled Arrival Time
h. Operator ID
i. Transfer Point(s)
j. Date
k. Route/trip 1 - 2nd route/trip, as applies
l. Route/trip 2 - 3rd route/trip, as applies

.43 When the following data is available, it will be entered via CRT screen:

a. Leave Time - Actual leave time of route/trip
b. Route/Trip (change only if different than planned)

451.43 c. Type Piece

    (1) Outsides

    (2) Sack

    (3) USPS Containers

  d. Rotary Lock Number

  e. Tin Band Seal Number (s)

  f. High Value Shipment (Y) if applicable

  g. Precious Metal (Y) if applicable

  h. Aircraft Compartment Number

  i. Aircraft Registration Number

.44 The weight of each piece will be added to the accumulated weight in the Planned Routes File and contract data will be transmitted to the label printer which will produce the routing label to apply to and complete the ACT tag.

.45 On completion, the origin/destination register record will be transmitted to the St. Louis PDC. On receipt of the record at St. Louis, the PDC will process and transmit the data to the destination AMF/GMF.

451.5 Tender. Mail will be held in the registry unit until final tender/pickup. The USPS will tender mail to the air contractor at the last tender time--either planeside (convoy point, high value shipment, precious metal) or at the normal pickup point at the AMF/GMF. All pieces of registered mail which are refused will be scanned (code-refusal). They will be flagged (*) as having been refused at origin in the Return Register Piece From Contractor Field of the register O/D history record (see 481.41).

452 Hazardous Material

452.1 Definition. Hazardous material is defined as a substance or material in a quantity and form which may pose an unreasonable risk to health and safety or property when transported in commerce.

452.2 Procedures

.21 To prevent air accidents and potentially serious accidents, the air contractor must be alerted 2 hours before scheduled departure time by the USPS to the fact that hazardous materials will be tendered. Guidelines governing the acceptance and handling of hazardous and restricted items are contained in Publication 52, Acceptance of Hazardous or Perishable Matter.

.22 Acceptance of certain hazardous or restricted materials or live animals depend on the particular airline, the type aircraft used, and the quantity involved. When a hazardous material parcel is received at the air dispatch point, the postal employee will examine the parcel and determine if the shipper's certificate for restricted articles is completed in triplicate, certified by the mailer, attached, and clearly identified (as required by Part 230 of Publication 52, and in compliance with Chapter 1 of the International Mail Manual). Some contractors may not be capable of transporting due to equipment limitations.

.23 Hazardous materials will be handled as outside pieces and tendered to the contractor at least 2 hours in advance of scheduled departure.

.24 Parcels containing dry ice (carbon dioxide solid) tendered for air dispatch must have a shipper's certificate attached except when dry ice is used as a refrigerant preservative for material to be used for diagnostic or treatment purposes. Packages must be marked "Carbon Dioxide Solid" or "Dry

Ice" and also must be marked to show the net weight of the dry ice, and that the refrigerated material is to be used for diagnostic or treatment purposes. Regardless of certification requirements, all parcels containing dry ice must be tendered to the carrier as outside pieces. The postal employees must show the net weight of the dry ice as well as the number of pieces in the shipment on the manifest. This information is essential as there is a restriction on the amount of dry ice permitted to be transported in any one aircraft cargo bin.

452.25 Radioactive material is defined as "any material or combination of materials which spontaneously emits ionizing radiation". Dispatch to passenger aircraft is restricted to radioactive material intended for use in, or incident to medical diagnosis or treatment.

.26 Hazardous materials awaiting dispatch must be held in isolated areas away from personnel, animals and other mail. The holding location will be identified with a sign marked "Hazardous Materials Area." The handling and holding of hazardous materials will be in compliance with Publication 52, 240.

.27 If a hazardous material parcel does not meet all the requirements outlined in Publication 52 for air dispatch, do not tender it for airlift. The postal employee will endorse the reason for doing so on the package and dispatch it via the most expeditious means of surface transportation.

.28 When a hazradous material parcel is accepted for air dispatch, the postal employee will remove one copy of the certificate, attach it to the air carrier copy of the manifest and hand stamp "Hazardous Material" on the same copy of the manifest.

.29 If a contractor refuses to accept hazardous material properly identified as such, create an irregularity (Code 1, Refusal), to include pertinent details from the attached documents. Irregularities for refusal of hazardous materials are mandatory, even if only for recording purposes.

452.3 Identification. Hazardous material will be uniquely identified by an ACT tag with a human readable code (H), which will also be part of the bar code.

452.4 Assignment. Procedures for loose sack assignment will be followed (see 445). Contract assignment will be to the next available contract to the destination which has a (Y) in the hazardous indicator field of the Planned Routes File, provided that scanning occurs at least 2 hours and 10 minutes prior to flight time. An (N) in the hazardous indicator field means that the contract can not accommodate this type of mail.

452.5 Spills, Fires, Chemical Reactions.

.51 When hazardous materials, being transported as mail aboard an aircraft or in the USPS custody, have spilled, broken open, reacted with another substance, or ignited, the incident must be reported to the Inspection Service. The AMF operations manager or supervisor in charge must immediately notify the local manager of the airline involved of the discovery so that an inspection of the suspect aircraft can be made before its next departure.

.52 When there is a spill or release of hazardous materials, the postal employee who becomes aware of the incident will immediately notify his supervisor.

.53 The supervisor prepares a Form 1770 (Exhibit 31) listing pertinent details relative to the incident. These include identification of the contract, flight, type of aircraft, injury to personnel, damage to property, and whether the incident resulted in any delay to mail or the contractor's schedule. The report will also show the location of the mail on the aircraft and the name and address of both mailer and addressee shown on the parcel. In addition, information concerning labels, markings, or identification of the contents, which may be attached or endorsed on the outside of the parcel, will be reported. Copies of the Form 1770 will be sent to the office of Safety and Health, USPS Headquarters, Washington, DC 20260-4230.

453 Perishable Mail

453.1 Perishable mail (live animals, perishables) requires special handling to avoid damage. Some contractors may not be capable of transporting perishable mail due to equipment limitations. This mail must be identified and must be tendered to the contractor as outside pieces. Perishable mail will be handled in accordance with Publication 52.

453.2 Perishable mail will be uniquely identified by an ACT tag that will contain a human readable code (G) which will also be part of the bar code.

453.3 Procedures for loose sack assignments will be followed (see 445). Normal contract assignment will be to the next available contract to the destination which has a (Y) in the Perishable indicator field of the Planned Routes File. An (N) in the perishable indicator field indicates the contract can not accommodate this type of mail.

454 PAL Mail

454.1 Special data must be recorded outside normal contract assignment. Mail must be assigned loose sack in order to record the following:

a. Origin

b. Destination

c. Date

d. System Contract Number (Route/Trip Numbers for each leg of routing)

e. Weight

454.2 PAL Mail is transported by air in canvas equipment and is further identified by TAG 18 which is attached by the dispatch clerk to each pouch or sack. (SEE EXHIBIT 33.) The data recorded will produce a PAL Mail Statistical Report by the St. Louis PDC, for use by the Office of the Controller.

454.3 PAL Mail will be uniquely identified by an ACT tag with a human readable code (J) which will also be part of the bar code.

454.4 Procedures for loose sack assignment will be followed. (See Section 445.) Contract assignment will be to the first contract flight coded to carry First-Class Mail (F), in time sequence, to its destination.

455 International Mail/Military Mail

455.1 For International Mail that is being dispatched by air contract transportation to a gateway point for subsequent dispatch on an AV7, the ACT tag applied will show that of the destination of the gateway point and mail class (F).

455.2 The Department of Transportation establishes rates for air transportation of international and military mail. (See "International Mail/Military Mail Air Service Instruction" dated January 1, 1985).

455.3 When international airmail moving on a Form 2942, Delivery List, (Exhibit 30) is aboard an interrupted flight in the continental United States, due to weather, mechanical, or other reasons, which lands at an air stop point other than the intended gateway of a transfer point, procedures are as follows:

a. The flight may be that of a U.S. international air carrier, or a domestic air carrier transporting international mail on Form 2942 in conjunction with its international service to the foreign destination from the specified gateway.

b. At point of flight interruption, the carrier will contact the supervisor of the local postal unit for specified instructions in the event of any interrupted flight. If the interrupted flight will be delayed 2 hours or less, and there is no other means by which the mail can be advanced, that carrier should retain the mail.

c. After 2 hours, if the mail can be advanced by using another carrier's service, the carrier having the interrupted flight should return the mail and the Forms 2942 to the Postal Unit. To indicate that the mail is received, the postal employee will sign the applicable Form 2942.

d. If an interrupted flight is canceled at an air stop point other than the gateway or point of transfer, and the same carrier does not have the next service from that air stop to the intended gateway, transfer point, or destination, all Forms 2942 and mail are turned in and receipted. If the same carrier has the next service, and the mail can not be advanced by any other means, the mail and Forms 2942 are retained by the carrier.

455.3e. When mail and Forms 2942 are turned in, the receiving postal unit makes the following notation on all copies:

(1) Verification that the number of pieces manifested on each Form 2942 are received.

(2) Date and time mail is received.

(3) Reason for mail being turned in.

(4) Disposition of mail received.

f. One copy of the Form 2942 is retained by the receiving postal unit; one receipted copy is given to the carrier; all other copies are forwarded immediately to the office of origin. The receiving postal unit will then dispatch the international mail to the gateway to which subject mail is normally routed.

g. Carriers forced to interrupt flights in the continental United States due to weather, which land at an air stop point other than the intended gateway or transfer point, may retain mail for 6 hours--if holding for weather clearance--before proceeding to the terminal point. If the flight cannot proceed, and the mail is delivered to the local postal unit, secure the following information:

(1) Name of Carrier

(2) Flight Number

(3) Date and Origin of Flight

(4) Date and City of Arrival

(5) Reason for Landing

455.4 Verify the particulars of all dispatches with the Forms 2942 and make such corrections as may be appropriate. Postmark and receipt all copies of the Forms 2942. Retain a clear copy of the Forms 2942 and return the remaining copies to the carrier.

456 Express Mail

456.1 General. Express Mail is the premium product of the USPS and should be given preferential handling over all other classes of mail. Contractors are only required to give it the same attention as other mail. Should there be insufficient space aboard a flight to accommodate all Express Mail and other mail, the USPS will give first priority to the tender of Express Mail. It is the responsibility of the local USPS manager to arrange the dispatch of mail so that Express Mail is boarded on the assigned flight and is not refused when the carrier is not able to accommodate all mail tendered. To allow for quick identification and rapid handling, Express Mail travels in distinctive blue and orange pouches which are used only for Express Mail. Outside pieces of Express Mail are also clearly defined with blue and orange labels; these Express Mail labels are:

a. Label 11-A, Post Office to Post Office
b. Label 11-B, Post Office to Addressee
c. Label 11-C, Airport to Airport
d. Custom Design

456.2 Identification. Express Mail will be uniquely identified by an ACT tag with a human readable code, (E) which will also be part of the bar code.

456.3 Assignment. Procedure for loose sack assignment will be followed (see 445).

460 ALTERNATE TRANSPORTATION

461 Alternate transportation (unplanned) may be required to accommodate mail awaiting assignment after contract closeout time and mail affected by irregular operations such as refusal, misrouting, etc., or emergency conditions. In selecting alternate transportation, the designated AMF/GMF employee will consider the following:

a. Service standard of the mail
b. Cost of alternative transportation
c. Processing time factor for alternate contract assignment
d. Amount of mail

462 The following references should be used for the selection of alternate transportation:

a. Planned Routes File

b. NASS Planned Air Contract Transportation

c. NASS Transportation Inquiry (via CRT screen inquiry - all direct air transportation between O/D pairs).

d. NASS Advance Dispatch Planning (via CRT screen inquiry -- NASS generated dispatches between any O/D pairs).

e. Emergency Air Contractor List

463 In the selection of alternate transportation, use the following priorities as a guideline:

463 a. Planned System Contracts

b. Unplanned System Contracts

(1) Non stop flights

(2) Direct flights with intermediate stops

(3) Routings with intra-line transfers

(4) Routings with inter-line transfers

c. Emergency Contract

464 The designated AMF/GMF employee will select the most efficient transportation available that meets service required, that is the lowest cost, and that provides for mail to be processed to meet transportation selected.

464.1 Contact available system contractors whose flights will meet service requirements, in order of ascending cost, to transport the mail.

464.2 If the selected contract is not in the Basic Planned Routes File, enter the following data:

a. Origin

b. Destination

c. Effective/Discontinue date

d. Leave Time - of each Route/Trip

e. Arrival Time - of each Route/Trip

f. Mail Class (valid classes, FERP as applies)

g. Closeout Time (leave time minus mail due carrier time minus closeout processing time)

h. Hazardous (as applies) (Y or N)

i. Perishable (as applies) (Y or N)

464.2 j. Route/Trip(s) (1=actual 2nd route/trip; 2=actual 3rd route/trip) Enter as applies.

k. Transfer Point(s) (1= 1st transfer point; 2=2nd transfer point) Enter as applies.

l. Contract Number (1st actual route/trip -- Carrier Code Flight No.

XXX XXXX XXX XXXX

464.3 If alternate transportation is still necessary, the local administrative official should attempt to negotiate an emergency contract from the emergency air contractor list (see 363 for procedure)

464.4 If there is still mail at this point, consider surface transportation to a nearby air stop point or via another contractor to an alternate destination. (If to an alternate air stop, the ACT tag must be changed.)

470 RECEIVING MAIL UNDER SYSTEM CONTRACTS

471 Air Contract Unit at Destination GMFs or AMFs.

471.1 The local administrative official will coordinate the delivery of mail with the air contractors.

471.2 Specific areas will be designated for the delivery of loose sack mail.

471.3 Form 2753-A, Mail Delivery Record, may be made available for contractor employees to sign in, upon delivery of mail.

472 Incoming Procedure

472.1 Incoming mail will be visually scanned to determine if an ACT tag is attached to each piece. Mail with ACT tags will be sent to the scanning area. Mail without ACT tags will be handled in accordance with 473.

472.2 While visually scanning incoming mail a check for misrouted mail should be done at this point. If misrouted mail is found, it will be handled in accordance with 481.43.

472.3 The bar code of each ACT tag attached to each piece of mail (sack, tray, outside, USPS container) will be scanned. When an ACT tag is scanned and the destination reads "Blanks", the system will prompt the operator to enter a destination. This will occur when an origin office does not have proper ACT tags for the destination. The proper destination of the mail must be manually key entered into the destination record when the mail is incoming and into the origin record if it is outgoing. (NOTE: When no preprinted ACT tags are available for a specific destination, a stock of ACT tags with "Blank" by mail class encoded into the bar code, will be provided to each AMF/GMF for outgoing mail. The area where the destination is normally printed in large letters will be blank. The specific destination will be written into this area so the operator can key it manually).

472.4 Mode of Operation

.41 The scan of the bar code of each ACT tag will determine if the mail is incoming or outgoing.

.42 Each site is identified by a three character code. To determine incoming or outgoing, a comparison of the destination air stop bar code of the ACT tag will be made with the air stop code of the site performing the incoming scan.

.43 If the air stop destination code matches the three character facility code, a destination record will be created. The destination record created (Screen 2.2.2) contains the following data:

a. Destination

b. Scanned Time

c. Delivery Time

d. ACT Tag Number

e. Operator I.D.

.44 After its creation, the destination record will be stored within the site's ADP equipment, awaiting transmission to the St. Louis PDC (see 474). Normal distribution of the mail will follow.

472.45 At sites that have incoming scanning devices or hand held scanners, if the destination code does not match the facility code this scanned ACT tag will be handled in accordance with 481.43.

.46 At sites with scanners that handle incoming and outgoing pieces, the ACDCS will treat this mail as outgoing.

473 Procedures for Handling Mail with Missing or Damaged ACT Tags

473.1 In the event that an inbound piece of mail does not have an ACT tag attached or has one that is damaged to the extent that it is unscannable/unreadable by a laser scanning device, the piece will be culled from the site's inbound system. This mail will fall into one of two categories:

a. The ACT tag is missing, or unscannable/human unreadable (in whole or in part).

b. The ACT tag is unscannable but human readable (in whole).

473.2 Procedure for 473.1a:

a. Determine if the distribution label is affixed to the mail piece.
   (1) If distribution label or placard is affixed, determine if the destination on the label is the same as the facility code at which the mail is being reviewed.
   (2) If the destination on the label is the same as the reviewing facility code, send mail to the weighing area and weigh the piece, record weight for entry into missing tag file (Screen 2.6.2).

(3) If the destination on the label is different than the reviewing facility code send mail to irregularity handling area and handle in accordance with 481.43.

(4) If the distribution label or placard is not affixed, open the pouch, tray, container, etc., to determine the planned destination of the mail. Determine if planned destination of the mail is the same as the facility where the mail is being reviewed.

(5) If the planned destination of the mail is the same as the reviewing facility, send mail to weighing area and weigh piece, record weight for entry into missing tag file and affix new distribution label.

(6) If planned destination of the mail is different than the reviewing facility, send mail to irregularity handling area, and handle in accordance with 481.32.

473.2 b. Determine as much of the following data as possible from the mail itself, the ACT tag or mail distribution label:

(1) Time (Received)
(2) Date (Received)
(3) Weight (Pounds)
(4) Mail Class
(5) Origin (Facility Code)
(6) Destination (Facility Code)
(7) Transfer Points
(8) Route (System Contracts)
(9) Trip (System Contracts)
(10) ACT Number
(11) Type Container
(12) Container Serial Number

(13) Segment Contract Number, as applies

473.2 c. Key enter all of the data which was determined in the step above into the missing file.

d. The missing tag file will only be stored in the ADP equipment at the site where created to be used in the adjudication of unmatched origin records/creation of destination records. When this matching process has been completed, the appropriate missing tag records will be deleted, using 2.6 ON-LINE

473.3 Procedure for 473.1b:

a. If the facility destination code, mail piece delivery time, mail piece delivery date, mail class and ACT tag serial number can be identified, capture this data for use in creating a destination record (Screen 2.2.2).

b. Key enter the following information to create a destination record:

(1) Destination

(2) Scan Time (Delivery time in this case)

(3) Delivery Date

(4) ACT Number

c. The destination record will be stored within the site's ADP equipment, awaiting transmission to the St. Louis PDC.

474 Transmission of Destination Data. The destination records will be transmitted to the St. Louis PDC automatically, no less than hourly. The St. Louis PDC will store the destination records until the daily process of matching O/D records.

475 Daily O/D Record Matching Process at the St. Louis PDC

475.1 The matching process will verify delivery of each piece of mail and will determine if the delivery was effected on time or if it was late. If refusal (codes 1 and 9) irregularities have been recorded, the data will be used in the matching process so that the respective origin records will not be reflected on the Unmatched Origin Record Report (Exhibit 26) the following day.

475.2 The process of verifying delivery will provide necessary data to certify payment to the contractor. The process will produce a listing of all origin records that are unmatched. Within 24 hours, the listing will be transmitted to the destinations that have unmatched records.

475.3 The Unmatched Origin Record Report (Exhibit 26) will show:

a. Origin
b. Destination
c. Mail Class
d. System Contract Record(s)
   Trip(s): Leave/Arrive Times
e. Date/Time of Closeout
f. Loose Sack Act Number/Weight
g. Date of report
h. * (indicate record is 48 hours old)

475.4 Unmatched Records

.41 On a daily basis, the AO will attempt to effect a match for mail appearing on the unmatched record listing by reviewing the missing tag files (See 476).

.42 Destination sites will attempt to match the unmatched origin records (individual pieces) using data elements from their site on the missing tag file, and by communicating with the origin office in an effort to create a destination record.

.43 Each day at the close of the St. Louis PDC matching process of O/D records, a report listing all origin records that did not have a matching destination record will be transmitted to the facility identified as the facility destination code in the origin record. The data displayed on this report will be compared with the data in the missing tag file.

.44 Determine which unmatched origin records match the missing tag records using the following procedures:

a. If a match is found, use the data to create a destination record and delete the missing tag record.

  (1) Key enter the mail class, mail piece delivery time (estimate if necessary) mail piece delivery date and ACT tag number into the destination record screen. Input an "N" into the 48 hour adjudication field.

  (2) The ADP system will imbed the destination code and the operator I.D. on the record screen.

b. If a match is not found, 24 hours after receipt of the Unmatched Origin Data Report (48 hours total) the AMF/GMF manager will key enter a destination record, using screen 2.2.

c. Since this destination record is being created due to the 48 hour limit input the following data element (48 hour adjudication code = Y) in addition to the normal elements.

475.5 Delivery Tolerances

.51 The processing will produce a listing of destination records that have been matched but have been delivered late, based on contract delivery time and flight arrival plus mail due USPS time, plus a built-in system tolerance that allows for processing at destination (see 475.4). The St. Louis PDC will compare actual delivery time, which in the production of a destination record is the scan time, with the contract's scheduled delivery time. The comparison will allow a tolerance for the processing of mail at destination. System contracts will be allowed a 60-minute tolerance after contract delivery time, which is scheduled flight arrival time plus mail due USPS time (See Chapter 5).

.52 All ACT tags scanned more than 60 minutes plus mail due USPS time after contract delivery time will produce a listing of all late deliveries. The destination will be notified within 24 hours by transmission from the St. Louis PDC.

.53 The designated AMF/GMF employee at the destination will make the determination whether or not an Irregularity Report should be produced (see 481).

476 Error Reports/Irregularity Adjudication

476.1 Each day following the nightly processing at the St. Louis PDC, reports will be generated indicating errors in data received from the ACDCS site that cannot be processed by the St. Louis PDC, such as incorrect contract number, incorrect origins, destinations, transfer information, etc.

476.2 Error reports, unmatched reports, irregularity adjudications and duplicate records must be processed daily at the ACDCS site. Procedures are as follows:

a. Using screen 3.0 from tha ACDCS main menu, access the St. Louis PDC "LAVO" programs.

b. Select 02 - Service Maintenance - and correct and/or complete all edits listed on the error reports and the unmatched record reports.

c. Select 03 - Irregularity Adjudication - and complete those irregularity reports for which you have sufficient data to make your final recommendation. Follow procedures outlined in Sections 382 and 482.

d. Select 13 - Duplication Correction - and identify all valid records.

480 IRREGULARITIES

481 General Processing or Irregularities. The intent of the irregularity procedure is to enforce contract performance through the identification of mishandlings having an impact on delivery or security of the mail. The USPS retains the right to repossess the mail at any time or place to protect it from loss, damage or delayed delivery (see 481.432).

481.1 A specific area at an AMF/GMF will be designated to store mail pieces that have been removed from the inbound system where a determination will be made by the designated AMF/GMF employees as to whether the mail pieces have been misrouted or refused. All irregularities will be created on site by recording all of the following known elements via scan of ACT TAG and/or key input into the irregularity screen:

a. System Contract Route/Trip of the carrier against whom the irregularity is reported

b. Reporting Facility - 3 Character Facility Code

c. Date/Time of Occurrence

d. Irregularity Code

    Refusal - 1
    Mis-Routing - 2
    Delayed Delivery - 3 (system generated and on-site creation)
    Failure to Protect - 4
    Failure to Transfer - 6
    Failure to Notify - 7
    USPS Late Tender/Contractor Accepted - 8
    USPS Late Tender/Contractor Refusal - 9

481.1 e. Origin/Dest/ of intended routing

f. ACT tag number

g. Weight of each piece

h. Explanation of irregularity

i. Operator ID

481.2 The following are Type A irregularities:

a. Refusal

b. Misrouting

c. Failure to Protect

d. Failure to Transfer

e. Failure to Notify

481.3 Delayed Delivery is a Type B irregularity.

481.4 Processing

.41 Irregularity processing for system contracts will be accomplished by two slightly different methods, dependent on the type of irregularity. Type A irregularities will be recorded by reading the bar code of the ACT tag using a laser scanning device and/or a data entry device (CRT terminal) at the point of occurence. Type B irregularities will be generated by the St. Louis PDC. The St. Louis PDC will produce the Daily Potential Delayed Delivery Summary Reports (Exhibit 19), as applicable, and transmit them to destination. The following outlines detailed processing methods for each type of irregularity.

.42 Refusal (Irregularity Code 1). Base irregularity record is created by total return code or by scan of all pieces returned if a partial refusal. Contract number will be the RT/TRIP of the originating contractor.

481.421 The irregularity results from refusing to accept mail at or after contract closeout time, before contract closeout time or by accepting only a portion of mail at the origin. It is important to note that such refusals may involve mail assigned to a contract or mail intended for a contract, but not assigned. The following will define the procedures to be used for refusals.

481.422 Air contractors are required to notify the USPS if they refuse mail for any reason. However there may be instances when notification is not received and mail tendered is returned and inducted into the inbound system. To determine if the mail has been refused, the designated AMF/GMF employee will determine the origin of the mail from the ACT tag routing label. If the origin of the mail is the same as the site, the designated AMF/GMF employee must contact the contractor to determine if he is actually refusing the mail or it was returned to the site in error. If in error, return mail to contractor for transport. If there is no ACT tag, handwrite a new ACT tag from the origin record.

481.423 Refusal at or after contract closeout time; at this point no further assignment of mail to the contract can be made:

a. Partial Refusal: each ACT tag on every piece of mail refused will be scanned with a laser scanning device and the code for refusal (Code 1) and contract number will be entered into the ADP system (4.0). The scan of each piece will update the irregularity file which will be available via CRT screen, for update, review and action. The mail must then be handled as new outgoing for contract reassignment. Remove old ACT tags, apply new ones and enter it into the outgoing scanning process. NOTE: When screen 4.1 appears, you must enter a "closeout date". This date is the date to which the mail was assigned, not necessarily the current date. If you do not enter the correct date, you will probably be unsuccessful in creating the irregularity.

481.423 b. Total Refusal: The designated AMF/GMF employee must be assured that all mail assigned and totally refused is 100 percent accountable; i.e, the mail is in USPS possession. Records can not have been transmitted.

(1) If he is not assured, procedures for a partial refusal must be followed (see 481.423a).

(2) If he is assured, each ACT tag on every piece does not have to be scanned or recorded. This designated AMF/GMF employee will, via CRT screen, access Irregularity Processing (4.0). He will enter a (y) in the total return field, and follow prompts.

(3) An irregularity record will be produced from the matching origin record report and be available via CRT screen for update, review, and action.

c. In the event of a total refusal, the designated AMF/GMF personnel may, in bulk reassign all the mail to a specified direct system or segment contract. The following conditions must be met:

(1) Refusal must be in total

(2) The selected contract to which the mail is to be reassigned must be able to carry all the mail in total.

(3) The selected contract must be a segment contract or a direct system contract (no transfers).

(4) Origin records can not have been transmitted to the St. Louis PDC.

d. A Direct System Contract route/trip or segment contract number must be key entered before reassignment in bulk can be effected. If bulk reassignment can be effected, new ACT tags are not required; mail may be tendered to a new specific contract as is. If conditions (a), (b), and (c) are not met, the mail must be handled as new outgoing. Apply new ACT tags and enter it into scanning process.

e. The new routing information will be key entered in the explanation field of the irregularity file.

481.424 Refusal before contract closeout time--at this point some or all the mail intended to be assigned to a contract may not be assigned.

a. Refusal - No Mail assigned to a contract

(1) In the event a contractor refuses mail before any mail is assigned to his contract, the designated AMF/GMF personnel will suspend the contract for the day in the Basic Planned Routes File (2.4.1). This action will generate an irregularity record from the Planned Routes File as a refusal (Code 1) for service monitoring only. The following items will be system generated:

i. Irregularity Code (1)
ii. Date (Closeout)
iii. Time (Closeout)
iv. System Contract RT/TRIP
v. Reporting Facility Code
vi. Origin
vii. Destination
viii. Pounds (From Planned Routes Maximum Weight Field)
ix. Operator ID
x. Explanation of Irregularity CONTRACT SUSPENDED--NO MAIL ASSIGNED will be placed here.
xi. NO IRREGULARITY FORM WILL BE PRINTED.

b. A Partial Refusal: The air contractor's refusal notification must include the amount of weight he will transport. If the air contractor informs the USPS that he can only take so many pounds of mail, that amount will be key entered into the temporary maximum weight field of the Planned Routes File. Once temporary maximum weight has been reached, no further assignment to the contract can be made for the day.

(1) If the air contractor's refusal includes mail already assigned, mail will be handled in accordance with section 481.423(a).

c. Total Refusal: If the air contractor's refusal notification is a total refusal the designated AMF/GMF employee will follow procedures in 481.423(b) and (c).

481.43 Misrouting (Irregularity Code 2). Base irregularity record is created by scan of pieces. Enter the route/trip of the contractor delivering the mail to the misroute point into the contract number field of the irregularity file.

481.431 Misrouting occurs when mail is delivered or received at a destination other than the final destination as shown on the ACT tag routing label and air contract manifest. Misroutings may be due to contractor mishandling or to conditions beyond a carrier's control, such as airport closures and diversions.

.432 The USPS retains the right to repossess misrouted mail when delivery can be expedited by such action. For example, a contractor is forced to land at an intermediate stop because the destination airstop is temporarily closed. He retains possession for delivery to ultimate destination when conditions permit, and so notifies USPS. Surface transportation is available and will reach destination before any air service will be reinstated. USPS may repossess the mail, no irregularity will be created, no "reassignment" will be made, originating contractor receives full compensation as if he had performed the service.

481.433 The USPS also retains the right to repossess mail, when it is discovered at an intermediate point and obviously cannot make service commitments, as determined by the Delivery time shown on the routing label. For example, a ramp clerk finds mail at an intermediate point at 1800 and the routing label indicates that delivery time is 1800. The ramp clerk knows that the contractor has no trip until the next morning, but can get the mail to destination by redispatching to another carrier. This would be considered a mishandling and should be treated as a misroute irregularity.

.434 if a contractor must land the aircraft at an airstop other than the planned destination, and if he retains the mail and ultimately carries it to the final destination, no pay adjustment is required and no misrouting irregularity is created.

.435 Failing to meet a transfer or offloading in error do not constitute "no fault" situations and such occurrences are to be handled as a contractor mishandling.

.436 Incoming mail operations require that all Act tags on every piece of mail will be scanned with a laser scanning device in order that a destination record be created. A destination record will be created if the ACT tag destination code and the scanning facility code match. To determine if the mail has been misrouted, the designated AMF/GMF employee will determine the O/D from the ACT tag and follow these procedures:

a. Visually verify the ACT tag destination is not his site. The mail will be removed from the incoming mail operation by the designated AMF/GMF employee.

b. A determination must be made as soon as possible as to how the mail will be routed to the correct destination.

c. Check the routing label on the ACT tag to determine the contract to which the mail is assigned.

d. Contact the local representative of the contractor and state that the mail assigned to the contract is on-site for an incorrect destination. State that the mail will be placed at the site's pickup point and returned for transport if the contractor can deliver the mail to the correct destination within a reasonable time.

e. If the contractor can transport the mail, prepare it for pickup.

f. If the contractor can not transport the mail, procedures for alternate transportation will be followed as defined in 460 and the mail will be handled as follows:

(1) The existing ACT tag will be removed from the mail. A new ACT tag will be selected and attached to the piece of mail.

(2) The mail with the new ACT tag will be dispatched immediately to the outgoing operation.

(3) The ACT tag that was removed will be scanned with a laser scanning device and the code for misrouting (Code 2) and weight and contract number (system contract route/trip of contractor against whom irregularity is recorded) will be entered into the ADP system.

(4) This will create an irregularity record and be available via CRT screen for update, review and action. The AMF/GMF must enter the intended routing and new routing into the explanation field of the irregularity file.

481.437 If the piece of mail has no ACT tag, or if the ACT tag is unreadable, all of the data that can be determined from the mail itself will be entered into the missing tag file. It will then be necessary to request the destination office to watch for and identify the contract data that will appear on their unmatched origin record report the following day so that the irregularity report can be completed by the Postal Official at the misroute point.

481.44 Delayed Delivery (Irregularity Code 3).

.441 Irregularity record is system generated or may be input via CRT key entry.

.442 A delayed delivery irregularity occurs when an air contractor fails to deliver mail to the destination facility within time allowed for delivery as specified in the contract. A delayed delivery irregularity should be created on-site if it is determined that the carrier has failed to deliver the mail to the postal facility in accordance with Appendix A of the system contract, which specifies the ground handling times for each facility.

.443 Incoming mail operations require that all ACT tags on every piece of mail will be scanned with a laser scanning device in order that a destination record be created. See 474 for the transmission of the destination record and 475 for the daily origin and destination record matching process at the St. Louis PDC.

481.444 A potential Delayed Delivery Irregularity Summary Report (Exhibit 19) as defined in 475.5 will be received from the St. Louis PDC the day after recording, at the point of occurrence. The designated AMF/GMF employee must review the report, upon receipt, to determine the validity of the data. It is important to note here that system contractors can only be charged with delayed delivery if they do not meet the mail due USPS time. The actual block time must be researched and obtained for subsequent comparison with the delivery time. Use Form 2753A, Mail Delivery Record.

.445 The Potential Delayed Delivery Irregularity Summary Report will identify all mail scanned at destination after the time allowed for delivery. No action is required to recommend the irregularity. If the delay is due to carrier failure to transport the mail on the routing indicated on the ACT tag routing label, the USPS employee should create a Failure To Notify (Code 7) irregularity.

481.45 Failure to Protect (Irregularity Code 4)

.451 Base irregularity record is created by total key input. Enter the route/trip of the contractor against whom the irregularity is reported into the contract number field of the irregularity file.

.452 This concerns the contractor's failure to protect and safeguard mail from depredation, or other hazards while in the custody or control of the contractor(s). Failure to protect includes failure to prevent unauthorized persons from having access to the mail and failure to transport mail on the ground in vehicles securely closed to protect the mail from loss or damage.

.453 ACT tags need not be scanned. The code for failure to protect (Code 4) and contract number will be entered into the ADP system. This will create an irregularity record and be available, via CRT screen for update, review, and action.

481.46 Failure to Transfer (Irregularity Code 6).

.461 Base irregularity record is created by scan of pieces. Enter the route/trip of the contractor failing to effect the transfer into the contract number field of the irregularity file.

.462 This concerns the failure of an air contractor to transfer mail as instructed by the ACT tag routing label and air contract manifest between flights within his system or the flights of another contractor.

.463 It is important to note the difference between a "failure to transfer" and a "misrouting". If the mail is left with the carrier designated on the routing label, it is a "fail to transfer". If the mail is returned to the USPS, it becomes a "misrouting".

.464 The ACT tag routing label and air contract manifest will display all carrier route system contract transfers. It is the contractor(s)' responsibility to transfer the mail as displayed.

481.465 Observation of the air contractor's handling of the mail, the mailhandling areas, and mail storage areas and ramp operation are required to ensure that transfers of mail are completed.

.466 If this irregularity is detected by the designated AMF/GMF employee, he will scan each ACT tag (on every piece of mail) with a laser scanning device and the code for failure to transfer (Code 6) will be entered into the ADP system. This will create an irregularity record for update, review, and action.

.467 At the time this irregularity is detected and recorded, the designated AMF/GMF employee must determine the most efficient routing for the mail. If the contractor on whose flight it was intended to transport the mail outbound, from the point of occurrence, has transportation that will arrive at the destination within a reasonable time, based on the class of mail, he will be instructed to transport it. If not, the mail must be returned to the air dispatch unit, where procedures for alternate transportation, 460, will be followed and a misroute irregularity must be recorded.

481.47 Failure to Notify (Irregularity Code 7).

.471 Base irregularity record is created by total key input. Enter the route/trip of the contractor against whom the irregularity is recorded into the contract number field of the irregularity record.

.472 This irregularity is the failure of a contractor to notify the postal unit concerned of a delay in excess of 30 minutes, of any cancellation, diversion or emergency change in schedule of any flight on which mail is to be transported or has been tendered for transportation by the postal unit.

.473 This iregularity should also be created for a contractor's failure to transport/transfer mail on the designated route/trip as indicated on the ACT tag routing label and manifest.

481.474 The designated AMF/GMF employee will create an irregularity record for the contract. He will, via CRT screen display the irregularity screen, enter all applicable data elements and irregularity code 7. The file update will be available for update, review, and action.

481.48 USPS Irregularities (Irregularity Codes 8 and 9)

.481 The USPS may at times attempt to tender mail that has been assigned to a system contract routing and recorded on its manifest, after the mail due contractor time. If this occurs, the USPS has not met its contractual commitments. For the contractor's record, the USPS will record an irregularity against itself. The contract number will be the route/trip of the origin leg of the system contract routing.

.482 The following may occur on a system contract routing:

a. Mail is tendered after mail due contractor time. If the contractor accepts the mail, the USPS records an irregularity of late tender and mail acceptance by contractor, using irregularity Code 8 - USPS late tender, contractor accepted. See Section 481.42.

NOTE: Two copies of the report are printed and distributed, one copy to the location and one to the contractor. The data is then transmitted to the St. Louis PDC.

b. Mail is tendered after mail due contractor time. If contractor refuses, the USPS records an irregularity of late tender and mail refusal by contractor using irregularity Code 9 - USPS late tender/contractor refusal. See Section 481.42. (NOTE: Two copies are printed and distributed, one copy to the location and one to the contractor. The data is then transmitted to the St. Louis PDC.)

c. The USPS may apply an incorrect ACT tag to a piece of mail and assign it to a contract in error. The designated postal employee will create a Code 9 irregularity after closeout time, and reassign the mail with new ACT tags. (NOTE: ACT tag may be replaced and mail reassigned prior to closeout if the original ACT tag is retained for subsequent irregularity processing.)

481.483 In the case of contractor refusal (Code 9) of late tendered mail, it will be necessary to reassign the mail; remove old tags and apply new ones.

.484 Irregularity Codes 8 and 9 must be created after closeout time.

482 Irregularity Procedures

482.1 Administrative Official (AO)

.11 For type A irregularities, the following procedures will apply:

a. Data regarding irregularities will be input/generated via CRT/Scanner at the site observing the irregularity. The following data will be input (or captured by the system).

(1) Irregularity Code

(2) System Route and Trip (flight) of contractor against whom the irregularity is recorded

(3) Destination (for each ACT)

(4) ACT Number

(5) Weight (for each ACT)

(6) Explanation (comments about circumstances surrounding irregularity)

482.11b. Once all the data has been entered and the irregularity record is finalized, two copies of the irregularity form (Exhibit 17) will be printed. Both copies of the form will be placed in a folder/file in the AOs office. No further action is taken until the irregularity is reviewed. (The decision to print the form shortly after input was made (1) to decrease the amount of communication necessary between the site's computer and the host computer at St.Louis and (2) the need for additional data storage in the site's computer. In addition, all detailed data necessary for the AO to make a recommend or not recommend is available and is not dependent on the St. Louis PDC's nightly processing.

482.11c. All irregularity data is transmitted to the St. Louis PDC on a frequency determined by the site. Each irregularity is initialized with a (Y) in the recommend field. (The decision to initialize the recommend field of the irregularity file with a (Y) was made because under air contracting there are clearly defined requirements which must be met. Very few reported irregularities will be not-recommended at the AMF/GMF. Based on having only a few in the not-recommended status, this approach requires less work at the AMF/GMF level and has no impact at higher levels. After 7 days from the date of occurrence of an irregularity, all irregularity records with a "Y" in the AMF/GMF recommend field will be escalated to the next higher level of authority. Once this has occurred the AMF/GMF can make no further changes to the record.

482.11d. During the nightly processing the St.Louis PDC will generate a Summary Report listing the total number of pieces and pounds loose sack for each contract and type of irregularity. Following the nightly St. Louis PDC processing, an Irregularity Summary Report (Exhibit 18) (for all except delayed deliveries) will be transmitted to the printer at each site reporting an irregularity the previous day.

482.11e. Each day the AO must review all irregularities reported the previous day and determine if each is to be recommended or not-recommended. The AO can use either the actual forms left in the folder/file or the Irregularity Summary Report.

482.11f. Each irregularity which the AO determines should not be recommended must be updated in the irregularity file resident at the St. Louis PDC. The AO will access the irregularity file via 3.0 on the Master Menu and must enter (N) in the recommend field of each irregularity not to be recommended and enter an explanation of the decision in the free form text area for AMF/GMF comments. (NOTE: All misroutings require input of intended routing and new routing. For all not recommended irregularities, one copy will be discarded and the other copy will be maintained in the AO file).

482.11g. Each irregularity which the AO determines should be recommended requires the following action:

(1) Sign both copies of the irregularity form
(2) Give one copy of the form to the contractor
(3) Place one copy in AO's irregularity file
(4) Enter comments in the explanation field for AMF/GMF comments in irregularity file resident at the St. Louis PDC (via CRT) if necessary, to assist in the adjudication process at a higher level.
(5) On all misroutings enter intended routing and new routing in AMF/GMF comments.
(6) No entry in the recommend field is required since all were initialized with a (Y).

482.11h. The AO will ensure that the contractor has the opportunity to discuss all recommended irregularities. (NOTE: Meetings should be scheduled for no later than the Monday following the service week (Saturday through Friday) during which the irregularities occurred. This will ensure that all determinations at the AMF/GMF levels are finalized prior to escalation to the next higher level (GMLD).

482.11i. Based on review of irregularities with the contractor, the following steps will be taken:

(1) If the decision is to not recommend the irregularity, the AO will complete procedures in 482.11(f).

(2) If the decision is still to recommend the irregularity, the AO will enter an explanation/comment in the explanation field for

AMF/GMF comments in the irregularity file resident at the St. Louis PDC. This information will be used by the CO in the final adjudication process.

482.11j. There may be times when more than one irregularity is charged against the same contract (RT/TRIP). For example, there could be a refusal at origin, a failure to protect or misroute at an intermediate point, a delayed delivery at destination, etc. The AO must consider each mishandling on its own merits. The CO will have final determination on penalty assessments.

482.12 For Type B (Delayed Deliveries) irregularities, the following will occur:

482.12a. The St. Louis PDC will generate all delayed delivery irregularities as a part of the nightly O/D matching process. This process will compare the destination scan time with the scheduled arrive time plus the air contractor handling time maximum (60 minutes plus the destination's mail due USPS time) after flight arrival on system contracts. The 60 minute allowance is applied to account for postal operations and irregular flight arrivals (ATC, etc). All irregularities will be initialized with a (Y) in the recommend AMF field and placed in potential delayed delivery irregularity file.

b. Each night following the generation of the delayed delivery irregularities, the St. Louis PDC will produce a Potential Delayed Delivery Irregularities Summary Report for all AMF/GMF facilities. This report will list the system's scheduled arriving route/trip and the total number of pieces and pounds by loose sack for which a delayed delivery irregularity was generated. The Potential Delayed Delivery Irregularities Summary Report will be transmitted to each destination site's printer following the nightly processing at the St. Louis PDC.

c. The AO or his designee will review the Potential Delayed Delivery Irregularities Summary Report and determine whether each should be recommended or not recommended. Remember, on system contracts, for delayed delivery, recommends can only be for failure to meet the ground handling time, mail due USPS.

d. If the decision was to recommend the irregularity, an update to the potential delayed delivery irregularity file resident at the St. Louis PDC will be required as follows (see 476):

(1) Enter date in the date recommended AMF field.

(2) Enter an explanation of decision in the AMF comment area.

482.12e. Following the update process described in (d) above, two copies of the recommended delayed delivery irregularities will be printed. After this activity, the AO or his designee will follow procedures in 482.11 (g) through (i) as applicable.

482.12f. If the decision was to not recommend the irregularity, an update to the potential delayed delivery irregularity file resident at the St. Louis PDC will be required as follows:

(1) Enter an (N) in the recommend AMF field
(2) Enter an explanation of the decision in the AMF comment area.

482.12g. Each night the St.Louis PDC reviews the potential delayed delivery irregularity file to determine the status of all delayed delivery irregularities generated the previous day. If the recommend AMF field contains an (N), the potential delayed delivery irregularity record will be placed in a not recommended irregularity file and removed from the potential delayed delivery irregularity file. (NOTE: The system generates the potential delayed irregularities based on scheduled flight arrival time and operations and does not consider weather conditions or air traffic delays, etc. This approach eliminates the need to transmit data (irregularity details) from the St. Louis PDC to each site and allows for timely resolutions of potential delayed delivery irregularities).

482.13 For both type A and B irregularities, the designated AMF/GMF employee must ensure that each report is fully documented, which may require additional data; i.e., if occurrence was beyond the control of the contractor, it must be so noted.

482.14 Meeting with the Contractor.

482.141 Once a recommended irregularity form is produced, a copy must be sent to the contractor for discussion. For this purpose, the AO must meet with the contractor representative to further determine if such irregularity was indeed chargeable to the contractor. Subsequent to the meeting with the contractor, the AO will either allow the recommend to stand, or edit the report via 3.0 online to St. Louis PDC to indicate a not recommend. (NOTE: Meetings may be conducted by telephone as often as required to adjudicate irregularities. A written memo of all meetings must be maintained.)

.142 If the irregularity record is updated, the edit must include the justification for the change. Copies of not recommended irregularities may be discarded. It is important that the AO review all reported irregularities and make a recommend or not recommend decision on a daily basis to ensure that the contractor is promptly notified (normally within 24 hours).

482.2 Manager, Transportation Management Office (TMO). A Monthly Summary of Irregularities (Exhibit 20) will be sent to an AOs respective TMO manager. The purpose for receiving this report is so that the TMO staff may have an opportunity to review the irregularity reports and their effect on service. For all irregularities, the TMO Manager will analyze such reports to determine (1) impact on service standard achievement and (2) if repetitive irregularities can be eliminated through negotiation with the contractor.

482.3 General Manager, Logistics Division (GMLD). The GMLD will receive a weekly listing of irregularity files recommended by the AO. Upon receipt, he will follow these procedures:

482.3a. Every Monday evening (Tuesday morning) following completion of normal nightly processing, the St. Louis PDC will generate an AMF/GMF Recommended Irregularities Summary Report (Exhibit 24) for the region/GMLD. This report will contain all irregularities for each AMF/GMF in th region for the previous service week (Saturday through Friday) which still have a (Y) in the recommend field. (NOTE: The decision to produce the report Monday evening was intended to decrease the length of time necessary to adjudicate irregularities. The AMF/GMF is to review irregularities on a daily basis. This approach allows the AMF/GMF 3 days to make necessary adjustments).

482.3b. Every Tuesday morning upon receipt of the AMF/GMF Recommended Irregularities Summary Report, the GMLD or his designee will begin reviewing all the irregularities. (NOTE: This summary report will contain the data displayed in the original irregularity form. The same information plus the AMF/GMF comments entered into the free form text will also be available).

482.3c. Based upon the GMLDs review of the irregularities, a determination to recommend or not recommend will be made. In addition, all misroutings will be reviewed to calculate a pay adjustment, if necessary (482.11 (h).

482.3d. A decision by the GMLD or his designee to not recommend will require an update to the irregularity record resident at the St. Louis PDC as follows:

(1) Enter an (N) in the recommend reg field.
(2) Enter an explanation of the decision in the region comment area. Also input the date the decision was made.

482.3e. A decision by the GMLD or his designee to recommend will require an update to the irregularity record resident at the St. Louis PDC as follows:

(1) Enter date in the date recommended region field.
(2) Enter an explanation of the decision in the region's comment area. This explanation is necessary to assist in the final adjudication process.

482.3f. The GMLD may review recommended irregularities with the contractor's regional representative. The review with contractor should be scheduled within 14 days of notification to ensure timely resolutions of irregularities.

482.3g. If the GMLD still recommends the irregularity after review, an update to the irregularity file resident at the St. Louis PDC will be required as follows:

(1) Enter a (Y) in the Recommend Region field.
(2) Enter date in the Date Recommend Region field.
(3) Enter additional comments concerning review or non-response in the region's comment area.

482.3h. Every Monday evening (Tuesday morning) following completion of normal nightly processing, the St. Louis PDC will generate a Not Recommended Misrouting Irregularities Detail Report (Exhibit 25) for region/GMLD. This report will contain all details concerning not recommended misrouting irregularities for each AMF/GMF in the region for previous service week (Saturday through Friday), (specifically the AMF comments) and will list intended routing and new routing data which will be used by the GMLD to calculate a pay adjustment, if necessary.

(1) Review - Each irregularity report will be reviewed to ensure that it is complete and valid; i.e., correct data.

(2) Invalid Reports - Any reports found to be invalid will be referred back to the administrative official for further review and/or correction.

(3) Notification - The GMLD will ensure that each contractor is afforded the opportunity to discuss each irregularity. Such meetings are to be scheduled at the GMLD's discretion, depending upon the volume.

(4) Edit - Upon completion of the review and/or joint meeting, the GMLD may edit irregularity reports if the contractor has been able to prove that the irregularities were beyond his control. The GMLD must either recommend or not recommend each irregularity, via CRT, and electronically transmit the data to the St. Louis PDC.

482.4 Contracting Officer (CO)

.41 Review - The CO will receive a weekly listing of all irregularities recommended by the GMLD. Upon receipt, the CO will review for accuracy and completeness. The following procedures will apply:

a. Every Monday evening (Tuesday morning) following completion of normal nightly processing, the St. Louis PDC will generate a GMLD Recommended Irregularities Summary report for the CO. This report will contain a summary of all irregularities which were recommended by the region/GMLD the previous service week (Saturday through Friday). This report will be transmitted to the headquarters printer.

b. Every Tuesday morning upon receipt of the GMLD Recommended Irregularities Summary Report, the CO or his designee will begin reviewing the irregularities. (This summary report will contain the data displayed in the original irregularity form. The same information plus the AMF/GMF and region comment will also be available).

c. A decision by the CO or his designee to not recommend will require an update to the irregularity file resident at the St. Louis PDC as follows:

(1) Enter an (N) in the chargeable HQ field

(2) Enter an explanation of the decision in the headquarters comment area. Also input the date the decision was made.

d. A decision by the CO or his designee to recommend will require an update to the irregularity file resident at the St. Louis PDC as follows:

(1) Enter a (Y) in the chargeable HQ field

(2) Enter date in the date recommended HQ field

(3) Enter an explanation of the decision in the headquarters comment area.

482.41e. Once a month (or other cycle as later defined) the St. Louis PDC will produce an assessment form/report for each contractor having a chargeable irregularity during the reporting cycle. The form will be in two parts. The first part will list all details necessary to notify the contractor of an assessment. Two copies of this first part will be produced. The CO will send one copy to the contractor and the other copy will be maintained in the COs file. The second part (alsc 2 copies) will be a summary listing of the assessment and will be used to notify the St.Louis PDC to assess the penalty. The CO will sign both copies, send one copy to the St. Louis PDC, and file the other copy. Upon receipt of a signed assessment notice, the St. Louis PDC will assess the penalty.

482.41f. Every Monday evening (Tuesday morning) following completion of normal nightly processing, the St. Louis PDC will generate an Irregularity Aging Summary Report. This report will contain a summary of all irregularities which were escalated to the GMLD at least 14 days prior to report production and for which the GMLD has taken no action (no entry in the recommended region field). The report will display these irregularities in the following aging categories:

(1) Over 07 days - Under 14
(2) Over 14 days - Under 28
(3) Over 28 days

This report will be used to manage the entire irregularity processing to ensure timely resolution at the regional level.

482.42 Incomplete Reports - All reports found incomplete or inaccurate will be referred back to the GMLDs office for further review.

482.43 Assessment - for all reports found complete and accurate, the CO will enter via CRT, his decision as chargeable or nonchargeable for each recommended report. St. Louis will produce an assessment form which will include (1) all data pertaining to the irregularity and (2) the dollar amount of the penalty assessment.

482.44 Notification - The CO will ensure that the contractor in question is notified of penalty actions taken informing him of his rights of appeal as provided for in the contract.

482.45 The CO will receive a monthly listing of all irregularities that have been reported but for which no action has been taken by the appropriate reviewing officials within 30 days of the occurrence of the irregularity.

483 Performance Monitoring

483.1 System contract performance reports that will be generated are as follows:

a. Monthly Summary of Irregularities (Exhibit 20)
b. Monthly listing of USPS irregularities (Exhibit 23)
c. Monthly System Contract Performance Report (Exhibit 22a)

483.2 Review Procedures

.21 It is the responsibility for all field managers to review these reports to determine what action should be taken to correct the irregularities.

.22 Upon review of the performance reports, the AO should determine causes for failures occurring in his specific area. It may be necessary to contact the contractor to accurately determine causes and possible remedies. Upon completion of such determination, a case file will be prepared and forwarded to the administrative official's respective General Manager, Logistics Division, with as much information concerning the report as possible.

.23 The TMO Manager will review the Monthly Summary of Irregularities to ascertain if any problems exist with the transportation service provided by the contractor and to what effect such poor service has on our service standard achievement. He will also monitor the AOs reporting of irregularities.

.24 General Manager, Logistics Division will review all case files received from AOs for accuracy and completeness. Any action recommended by an AO will either be approved or disapproved. In reference to any recommended contract changes, the GMLD will approve, if he finds this action appropriate, all contract changes including those a TMO manager is authorized to make under his authority contained in Chapter 2. Should any recommendation involve assessment of heavy penalties, suspension, or termination for default, he will either approve or disapprove such action, documenting his decision in the case file. All approved recommendations in these areas will be forwarded to the CO ensuring that the case file is complete and accurate. Contact with the contractor is to be made in every case, documenting the results of such meetings or verbal communications. Contractor comments are to be included in any case. It is imperative that the GMLD give a contractor an opportunity to answer any recommended action. Moreover, with any penalty action recommended to be taken by the CO, the GMLD should advise the contractor of his rights under Clause 2 of the General Provisions.

490 CONTRACT ADMINISTRATION

491 Distribution of Contracts

491.1 All contracts executed by the CO will be produced in their final form at the St. Louis PDC. From here copies will be distributed as follows:

a. Contracting Officer - all contracts
b. GMLD - all contracts
c. TMO - all system contracts
d. AMF/GMF - General Provisions and system contract specifications

491.2 AOs (AMF Managers and postmasters), will only receive a copy of the general provisions, and specifications to both the segment and system contracts. Specific service routings for each contractor performing service on a system contract may be called up on a CRT screen which will be current in all cases.

491.3 Contractors will receive one copy only of their contract. If an air contractor requests a copy of another air contractor's contract, do not honor the request, but refer the contractor to the CO.

492 Maintaining Contract Files. All offices possessing hard copies of contracts must ensure that all ammendments, changes and any correspondence reviewed regarding the contract are placed in the contract file and distributed in the same manner as the original contract (see 491.1).

493 Contract Changes

493.1 Any change effected by the CO or COR will be made by executing a Form 7406 (Exhibit 3), Amendment to Contract in triplicate. The issuing office will distribute the amendment as follows:

a. One copy each with original signatures to:
   (1) Base file kept by the CO
   (2) Postal Data Center, St. Louis, Missouri
   (3) Contractor

b. One copy of the original form is retained by the issuing office if the issuing office is not that of the CO.

c. The St. Louis PDC will issue copies to all offices possessing a hard copy of the contract.

493.2 There are only two postal officials having authority to negotiate a change with an air contractor: the TMO manager, and the CO. The GMLD may only recommend changes to the CO. The negotiable changes are as follows:

a. TMO manager: Subject to GMLD approval, the only permanent changes a TMO manager may execute are changes in the service requirements, (latest time of tender and/or delivery) and ground handling times at AMFs.

b. CO: There are no limits on the CO's authority to effect changes as specified in the contract. It is his policy, of course, to confer with all concerned parties before any such change is effected.

494 Termination or Suspension

494.1 Termination. There are two categories of termination which may be effected by only the CO and which can be in whole or in part. These are:

a. Termination for Convenience--The conditions under which termination for convenience can be made are specified in the system contract. Only the CO may take this action.

b. Termination for Default--Another type of termination which may be effected is that for default. Only the CO may effect this type of termination.

494.2 Suspension. From time to time, it may be necessary to suspend a contract as a result of operational difficulties on the part of the Postal Service or the contractor or group of contractors. Examples of such circumstances requiring suspension are contained in the contract. When such action is necessary only the CO may authorize the suspension.

CHAPTER 5 - GROUND HANDLING OF MAIL

510 GENERAL

511 **Purpose.** This section specifies procedures for establishing delivery and dispatch times and minimum time requirements for interline and intraline transfers for mail handled by air contractors.

512 **Time Allowance for Mail Handling.** Maximum allowable time limits for the terminal handling of mail are prescribed for each air stop point in NASS MI/4/5 records and in Appendix A of the System Contract.

513 **Responsibilities.** The General Manager, Logistics Division, is responsible for monitoring and evaluating local operating conditions to determine the time required, under normal operating conditions, for delivery and transfer of mail at airports where AMFs are located. Evaluations made by the General Manager, Logistics Division, and requests received from contractors or postal units regarding changes in time requirements will be forwarded to the Director, Office of Transportation and International Services, USPS Headquarters, with an appropriate recommendation and supporting documentation.

520 ESTABLISHING GROUND HANDLING TIMES AT AIRPORTS

521 Requirements. Times for the ground handling of mail are established for:

a. Tender of mail to contractors by the USPS prior to scheduled flight departure.

b. Delivery of mail by the contractors to the designated postal facility at destination.

c. Field transfer of mail--passenger and cargo trips:

1. Interline transfers
2. Intraline transfers

522 Procedures. Ground handling times for mail are developed by the USPS on the basis of distance, travel conditions, and contractor experience.

523 Operational Guidelines and Testing

523.1 General. Guidelines listed as Exhibits 7, 8, and 9 show the principal operations involved in processing and handling mail by air contractor ground personnel. Operations may vary according to local conditions. Form 2717, Mail Ground Handling Time Requirement (Exhibit 10), will be used to record all test results. Tests should be unannounced and made during peak volume hours when work stations are fully manned. They must be conducted at least every two years and more frequently if required. Air contractors must be given the opportunity to comment when results are assessed prior to submission for approval. Any comments will be submitted with the request.

523.2 Any changes in ground handling times will be negotiated with the contractor, and upon mutual agreement, a contractual amendment will be effected.

524 Testing Procedures. Test reports will include total elapsed time from start to end for each operation shown. Certain circumstances or variables that could interrupt a test are, as an example, a cart ready for unloading and mail handlers not arriving on time, or the driver being late. These incidents should be recorded as a "variable", but the time involved will not be counted.

525 Listing of Sequence of Operations. Local conditions may require adjustments on changes to the sequence of operations listed under "Requirements" and to the procedures under "Descriptions" listed in the sample guidelines.

526 Submission of Test Results. When a justified change is requested by an air contractor or when operational requirements dictate, ground handling times will be reviewed for each operation and the results submitted in accordance with sections 526.1 and 526.2. Copies of reports will be attached to the request and any departures from standard test procedures will be explained. Tests will be taken when there are significant changes to air contractor or USPS operations.

526.1 Requests originated by a postal unit will be forwarded with supporting documentation to the General Manager, Logistics Division, through the TMO manager.

526.2 Requests originated by the contractor will be evaluated by the postal unit manager or supervisor and forwarded with a recommendation and supporting documentation to the General Manager, Logistics Division, through the TMO manager.

527 Approval. Final determination regarding changes is made by the Director, Office of Transportation and International Services, USPS Headquarters. New times or changes will be available in NASS MI/4/5 records.

530 RAMP SERVICE MANAGEMENT

531 Ramp Clerk Operations

531.1 On many occasions, the ramp clerk will be designated as the "designated postal employee" referenced in this handbook.

531.2 Functions. A USPS ramp clerk monitors mail handling operations of air contractors on airport premises to ensure that the mail is handled in accordance with contact specifications. The ramp clerk also furnishes guidance to air contractors on routings during periods of irregular or emergency operations.

531.3 Responsibilities of employees with ramp activities are:

a. Determine volume of mail available for dispatch to various destinations.

b. Keep posted on flight operations so he can advise supervisor and distributors of any conditions which will affect the movement of mail.

c. Assure that mail is accurately separated by flight, air contract, or destination.

d. Assure that containers are being properly loaded, placarded, sealed (if high-value dispatch is included), weighed/ and recorded.

e. Assure that proper bulk weighing procedures are used, where feasible (containers).

f. Make decisions concerning the rerouting of mail when necessary to prevent delays or improve service.

531.3g. See that air contractors properly handle and safeguard mail and use approved vehicles to transport mail at airport.

531.3h. Supply rerouting information to air contractor for missed connections, cancellations, and irregular operations due to weather, etc., and generally assist them in non-routine operations.

531.3i. Visit air contractors' freight operations, storage, or holding areas periodically, and spot check labels to assure that mail is being properly dispatched and is protected from depredation and weather.

531.3j. Obtain latest flight operation changes from air contractors and informing dispatch clerks on matters affecting transportation of mail, such as cancellations, extra sections, flight delays, and pattern changes.

531.3k. Prepare a daily "Tour Report" to maintain a record of unusual activities and to brief the next tour.

531.3l. Check with preceding transfer/ramp clerk on flight operations, mail movements, and any other items appearing on tour report.

531.3m. See that mail ready for dispatch is in the designated area and is being handled properly by air contractor personnel; such as, checking mail with dispatch records and assuring that labels are properly verified.

531.3n. Notify their immediate supervisor of any known or suspected loss, theft, destruction, or mistreatment of mail.

531.3o. Report to the tour supervisor of the AMF as required by local instructions.

531.3p. Ask to see identification when approached by unknown individuals in or near the AMF.

531.3q. A postal employee working on airport property must always display proper identification.

531.3r. Use tact and firmness in dealing with air contractors to obtain maximum cooperation.

531.3s. Comply with all applicable safety regulations.

531.3t. Ensure that irregular handlings of mail by air contractors are fully documented as appropriate.

532 Responsibilities of AMF Operations Managers Over Ramp Clerks. AMF operations managers must:

a. Ensure that ramp clerks are properly trained in their duties so that they can resolve most problems on their own initiative.

b. Rotate ramp clerk assignments between air contractors at time intervals appropriate for the facility, but no less frequently than at the end of each six-month period.

c. Assign specific supervisors to monitor ramp activities as reported to them by the ramp clerks.

d. Provide adequate vehicles, communications devices and ear protection equipment for ramp employees.

e. Ensure that all appropriate reference materials are maintained in an area readily accessible to the ramp clerks and/or ramp supervisors.

f. Ensure that ramp clerks are used on the job as RAMP CLERKS and not for other duties.

g. Provide for periodic training in new procedures and/or regulations.

533 **Air Dispatch Postal Units Without Ramp Clerks.** Postmasters responsible for dispatching and/or receiving mail at an airport without a postal unit or ramp clerk must ensure that air contractor mail handling operations are monitored not less than once each week.

534 Safety Equipment and Firearms Regulations

534.1 A ramp clerk must be familiar with and obey airport and air contractor safety regulations when working on the ramp, at planeside, or at transfer points and storage areas.

534.2 When a ramp clerk is working near jet aircraft, he/she must wear approved hearing protectors as provided by the USPS.

534.3 A ramp clerk must perform a vehicle safety inspection each day prior to using a vehicle on the airfield.

534.4 All employees who operate motor vehicles on airport property must comply with local Vehicle Services safety regulations as well as airport regulations.

610 PURPOSE

This section provides policy and outlines guidelines and procedures for conducting training in the dispatch and receipt of mail for air transportation at AMFs and air stop point postal units.

620 APPLICATION

621 Employees Receiving Training. All employees assigned to AMFs and post offices dispatching and receiving mail directly from an air contractor must be given training and instructions in the procedures and regulations outlined in this handbook.

622 Time of Training. Newly assigned employees must receive training prior to assignment to air dispatch functions at an AMF or air stop point post office.

630 SPECIALIZED TRAINING

631 International/Military Mail. Employees assigned to the international and/or military mail sections will require additional training in the requirements of Handbooks T1, International Airmail Exchange Office Procedures and T7 Handling, Dispatch, and Transportation of Military Mail by Air.

632 Hazardous Materials. AMF employees and personnel at air stop postal units must be trained in the procedures for handling hazardous materials and other restricted articles as outlined in Publication 52, Acceptance of Hazardous, Restricted or Perishable Matter (see 352, 452).

640 TRAINING TIME AND RECORDS

Training will be given on-the-clock. Materials must be marked "For use ONLY during regular workhours and ONLY ON POSTAL PREMISES." Instructors will inform each trainee that all training must be on-the-clock, that off-the-clock training is unavailable and that it is prohibited to remove training materials from postal premises. The instructor will coordinate maintenance of training records with the Postal Employee Development Center (PEDC) manager.

650 ORGANIZATIONAL RESPONSIBILITY

Postmasters at appropriate installations are responsible for administering this program. AMF Operations managers or Mail Processing managers at air stop point postal units are responsible for implementing and conducting the training program and for selecting appropriate instructors.

Training should be conducted using the following materials:

1. Publication 52, Acceptance of Hazardous, Restricted or Perishable Matter.
2. P0503, NASS Report User's Guide
3. M-68, Express Mail Service
4. Registered Mail and Con-Con Procedures
5. Local Airport Safety Regulations
6. Management Instruction EL-810-82-6: Hazardous Materials or Leak Standard Operating Procedures)
7. Handbook EL-812, Employee Awareness Hazardous Materials
8. Air Contract Data Collection System Course 50512-01 Operators Guide
9. Air Contract Data Collection System Course 50512-02 CRT on-line Entry User's Guide
10. Handbook PO 507, Air Contracting Administrative Procedures
11. Air Contract Data Collection System Course 50512-02 CRT on-line Entry Error Conditions User's Guide

710 GENERAL

Information and instructions contained in this chapter may also appear in other documents. This consolidation is provided to ensure ready access to frequently used operational data for AMF and air stop postal unit personnel.

720 FREQUENCIES

721 Frequencies used on air schedules

Days of Week	(Only)	Holidays	(Daily Except)
1 Monday	A	Day before holiday	J
2 Tuesday	B	Holiday	K
3 Wednesday	C	Day after holiday	L
4 Thursday	D	Days before holidays and holidays	M
5 Friday	E	Holidays and days after holidays	N
6 Saturday	F	Days before holidays other than Washington's Birthday, Columbus Day and Veteran's Day	P
7 Sunday	G	Holidays other than Washington's Birthday, Columbus Day and Veteran's Day	Q
	H	Days after holidays other than Washington's Birthday, Columbus Day and Veteran's Day	R
	X	Daily except (must be used with one to three numeric symbols)	

722 Segment Contract Tender Codes

TENDER CODE	FREQ	YEAR	DAYS AND DATES
1	N17	1985	All Tuesday through Saturday, including Monday November 11 and excluding Tuesday January 1; Wednesday January 2; Friday July 5; Tuesday September 3; Tuesday October 15; Tuesday November 12; Friday November 29; Wednesday December 25; Thursday December 26.
		1986	All Tuesday through Saturday, excluding Wednesday January 1; Thursday January 2; Saturday July 5; Tuesday September 2; Tuesday October 14; Wednesday November 12; Friday November 28; Thursday December 25; Friday December 26.
2	17	1985	All Sundays and Mondays, including Tuesday January 1; Wednesday January 2; Friday July 5; Tuesday September 3; Tuesday October 15; Tuesday November 12; Friday November 29; Wednesday December 26; and excluding Monday November 11.

722		1986	All Sundays and Mondays, including Wednesday January 1; Thursday January 2; Saturday July 5; Tuesday September 2; Tuesday October 14; Wednesday November 12; Friday November 28; Thursday December 25; Friday December 26.
3	X67	1985	All days Monday through Friday, excluding Tuesday January 1; Monday May 27; Thursday July 4; Monday September 2; Friday November 29; Wednesday December 25.
	X67	1986	All days Monday through Friday, including Saturday July 5 and excluding Friday July 4; Monday September 1; Thursday November 27; Friday November 28; Thursday December 25; Wednesday January 1; Monday May 26.
4	67	1985	All Saturdays and Sundays, including Tuesday January 1; Monday May 27; Thursday July 4; Monday September 2; Thursday November 28; Friday November 29; Wednesday December 25.
4	67	1986	All Saturdays and Sundays, including Wednesday January 1; Monday May 26; Friday July 4; Monday September 1; Thursday November 27; Friday November 28; Thursday December 25 and excluding Saturday July 5.
7	Daily	1985	All days
		1986	All days
8	Daily	1985	All days
		1986	All days
9	Daily	1985	All days
		1986	All days
10	Daily	1985	All days
		1986	All days

READEX FICHE

730 TWO LETTER STATE ABBREVIATIONS

Alaska	AK
Alabama	AL
Arizona	AZ
Arkansas	AR
California	CA
Canal Zone	CZ
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Virgin Islands	VI
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

740 AIRPORT MAIL FACILITIES

741 Description. The designation AMF applies to those postal facilities, located on or adjacent to an airport, that are primarily engaged in the dispatch, receipt, and transfer of mail directly with air contractors.

742 Types of AMFs

742.1 All AMFs have been ranked and categorized by type. Rankings are based on a combination of operational functions, workload volume, and number of personnel. They are in groups from type A to type E with a separate group of unclassified (UC).

742.2 Type E facilities are the largest functional AMFs and those designated UC are in a group for the smallest. AMFs in A to E are operative with full-time supervisory positions, while those in UC are not authorized a full-time supervisor.

742.3 List of Airport Mail Facilities (AMFs) by Type

Type	City	Alpha Code	Airport	Region
E	Chicago, IL	ORD	O'Hare Airport Station	Central
	New York, NY	JFK	John F. Kennedy International	Northeast
		LGA	LaGuardia	Northeast
	Los Angeles, CA	LAX	Los Angeles International	Western
	San Francisco, CA	SFO	San Francisco International	Western
D	Atlanta, GA	ATL	Hartsfield International	Southern
	Boston, MA	BOS	Logan International	Northeast
	Dallas/Ft. Worth, TX	DFW	Dallas/Ft. Worth Regional	Southern
	Detroit, MI	DTW	Metropolitan	Central
	Philadelphia, PA	PHL	Philadelphia International	Eastern
	Seattle, WA	SEA	SeaTac. International	Western
	Washington, DC	DCA	Washington National	Eastern
	Washington, DC	IAD	Dulles International	Eastern
C	Cleveland, OH	CLE	Cleveland-Hopkins	Central
	Houston, TX	IAH	Houston Internationl	Southern
	Minneapolis/St. Paul	MSP	Minneaplis/St. Paul Internat'l	Central
	Newark, NJ	EWR	Newark International	Northeast
	Pittsburgh, PA	PIT	Greater Pittsburgh	Eastern
	Miami, FL	MIA	Miami International	Southern
B	Denver, CO	DEN	Stapleton Internationl	Western
	Kansas City, MO	MCI	Kansas City Internationl	Central
	St. Louis, MO	STL	Lambert Field	Central
A	Baltimore, MD	BWI	Baltimore/Washington Internat'l	Eastern
	Buffalo, NY	BUF	Greater Buffalo International	Eastern
	Cincinnati, OH	CVG	Greater Cincinnati	Central
	Columbus, OH	CMH	Port Columbus	Central
	Hartford, CT	BDL	Bradley Field	Northeast
	Indianapolis, IN	IND	Weir Cook Airport	Central
	Jacksonville, FL	JAX	Jacksonville International	Southern
	Memphis, TN	MEM	Memphis International	Southern
	Nashville, TN	BNA	Nashville International	Southern
	New Orleans, LA	MSY	New Orleans International	Southern
	Phoenix, AZ	PHX	Sky Harbor	Western
	Portland, OR	PDX	Portland International	Western
	Salt Lake City, UT	SLC	Salt Lake City International	Western
	San Juan, PR	SJU	San Juan International	Northeast

742.3
UC

Albany, NY	ALB	Albany County	Northeast
Albuquerque, NM	ABQ	Sunport	Western
Birmingham, AL	BHM	Birmingham Municipal	Southern
Charlotte, NC	CLT	Douglas Municipal	Southern
Dayton, OH	DAY	Cox Municipal	Central
Des Moines, IA	DSM	Des Moines, Municipal	Central
Greensboro, NC	GSO	Greensboro, Highpoint, Winston/Salem	Southern
Honolulu, HI	HNL	Honolulu International	Western
Las Vegas, NV	LAS	McCarran Internat'l	Western
Little Rock, AR	LIT	Adams Field	Southern
Louisville, KY	SDF	Standiford Field	Central
Milwaukee, WI	MKE	General Mitchell Field	Central
Norfolk, VA	ORF	Norfolk Municipal	Eastern
Oklahoma City, OK	OKC	Will Rogers	Southern
Omaha, NE	OMA	Eppley Field	Central
Richmond, VA	RIC	Byrd Field	Eastern
Rochester, NY	ROC	Rochester/Monroe County	Eastern
Sacramento, CA	SMF	Metropolitan	Western
San Antonio, TX	SAT	San Antonio Municipal	Southern
San Diego, CA	SAN	San Diego International	Western
Spokane, WA	GEG	Spokane International	Western
Syracuse, NY	SYR	C. E. Hancock Field	Eastern
Tulsa, OK	TUL	Tulsa International	Southern

750 AMF AND AIR STOP POINT VISITS

751 Responsibility. The General Manager, Logistics Division, will provide qualified personnel to visit AMFs and air stop points in accordance with the provisions of section 753 of this handbook.

752 Purpose. During visits, inspections will be made to:

a. Review air contractor mail handling procedures.

b. Observe the adequacy of security.

c. Monitor the mail handling, dispatch, coding, and billing operations of the postal unit.

d. Observe ramp operations and procedures.

753 Scheduling. Each AMF classified as E, D, C, B, or A (as listed in section 742.3 of this handbook) will be visited at least once every six months. Visits to UC air stop points will be scheduled once each year. Visits to air stop points not classified as AMFs will be conducted on an as needed basis. (Such visits do not relieve the air stop postmaster from the responsibility of the minimum weekly observations.) TMO personnel may be used to assist the regional air transportation staff in performing this function.

754 Report Requirement. A report of each visit may be made on Form 2707, Airport Mail Facility Review, or in the format of a narrative report. Copies of each report must be sent to the Director, Transportation and International Services, USPS Headquarters.

760 LIST OF AUTHORIZED AIRPORTS

Available in NASS M 1/4/5 records.

770 LISTING OF AIR CONTRACTORS WITH TWO-LETTER IDENTIFICATION CODES

To be provided on contract awards.

780 GROUND HANDLING AND TRANSFER TIMES

Available in NASS M1/4/5 records.

CHAPTER 8 - CONTRACT PAYMENT ADJUSTMENT

810 PURPOSE

811 General. This chapter provides the administrative and operational procedures required to effect adjustments in payment resulting from irregular handling of mail by air contractors. The chapter enumerates various examples of conditions which will require an adjustment in payment. This is not to be confused with the assessment of penalties for which procedures are contained in other chapters of this text. Each level of administration is identified showing the responsibilities in effecting proper payment to a contractor when irregularities occur.

812 Responsibilities. It is to be understood that the contracting officer (CO) and the payment section of the St. Louis PDC recognize that such adjustments will need to be made; therefore, it is prudent for all levels of management to recognize their responsibilities regarding this issue.

820 ADMINISTRATIVE RESPONSIBILITIES

821 Administrative Official. The administrative official (AO) must perform all research required to verify exactly what service was performed by the contractor(s) involved and for completing any irregularity files for transmission to the GMLD for further action.

822 Contracting Officer. The CO must:

a. Process indemnity payments
b. Process damages assessed by the USPS against the contractor
c. Process contractor claims against the USPS
d. Process penalty assessments

830 PS FORM 7440, CONTRACT ROUTE SERVICE ORDER

831 General. This form is required for all pay adustments and certification for accessorial services, and is prepared by TMOs.

832 Administrative Procedures. Administrative Official will provide documentation to the TMO for preparation of Form 7440. TMO will forward form to GMLD for execution or submission to CO, as appropriate for system contracts.

832.1 Complete the form as follows:

a.	Block 1	Individual preparing form - initials or full name
b.	Block 2	Blank
c.	Block 3	Carrier Identity Code
d.	Block 4	TMO Finance Number
e.	Block 5	Date Form Prepared
f.	Block 6	Contract Term
g.	Block 7	Complete Name of Contractor
h.	Block 8	Blank
i.	Block 9	Complete description of action - to include dollar amounts method of calculation
j.	Termini or Service Location where action occurred	
k.	Block 10	Effective date of action
l.	Block 11A	Two digit TMO identification code followed by the letter A; next 3 positions, enter carrier ID; next 3 positions enter order number beginning with 001.
m.	Block 11B	Sequential numbering system beginning with 01

n. Blocks 12, Signatures, as appropriate
13 and 14

832.2 Use of Form 7440

832.21 Form 7440 will be executed by GMLD for the following actions for system contracts, and by the CO for segment contracts.

a. Code 1 Off airport demurrage
b. Code 2 Pickup/delivery charges
c. Code 3 Reserved
d. Code 4 Damage to airline euipment
e. Code 9 Deductions for omitted service or additional service, not involving field reassignments.

832.22 Form 7440 will be executed by the CO for the following actions:

a. Code 5 Penalty against contractor, subject to contract general provisions (not for irregularity penalty assessments)
b. Code 6 Indemnity against USPS
c. Code 7 Indemnity against contractor
d. Code 8 Retro Adjustment

832.23 Form 7440 may also be used for terminating a contract. Suspension codes to be entered in Block 9 are as follows:

832.23

a. Code 1 Termination - 35 days penalty (not applicable to emergency contracts

b. Code 2 Termination - 14 days penalty (not applicable to emergency contracts

c. Code 3 Termination for convenience by a contractor not subject to a penalty and for emergency contract termination

d. Code 4 Termination for convenience by the USPS

832.24 A contractor must be notified, by copy of form 7440, in all cases where a deduction will be processed.

833 Distribution of Form 7440

Distribution will be as follows:

a. Original: St. Louis PDC

b. Copies: Contractor
Contracting Officer
GMLD, as applicable
TMO, as applicable
AO, as applicable

834 Retention Period, Contract Maintenance. The report and all supporting documentation will be placed in the contract file and will be retained for the term of the contract.

CHAPTER 9 - EXCEPTIONAL PROCEDURES

910 GENERAL

This chapter describes the procedures to be used for (1) facilities that do not perform all of the operations defined in Chapters 3 and 4 or that must use procedures different than those defined in Chapters 3 and 4, (2) ADP equipment contingencies, and (3) communications with the St. Louis PDC.

920 ACDCS CONTINGENCIES

This section provides general guidelines for processing and dispatching mail to air contractors under conditions which are not defined in chapters 3 and 4 of this handbook. It is important to keep in mind that contract payment data is accumulated by the ACDCS equipment and transmitted to the St. Louis PDC. If the procedures for these exceptions to normal activities are not followed, the result will be incorrect payments.

921 Irregular Operations. Certain procedures must be observed when the USPS or air carriers experience interruption in normal activities that could occur from such conditions as:

a. Work stoppages
b. Bomb Threats
c. Weather conditions
d. Diversions
e. ACDCS equipment failures

Although each case must be evaluated individually to ensure that we meet our service commitments, certain general guidelines will apply.

921.1 Contractor notifies USPS that he will not carry any mail. One of two conditions will exist.

921.11 If mail has been assigned, follow irregularity procedures (380, 480) and reassign the mail to another contract (if unable to bulk reassign, remove Act tags, apply new tags and enter into system).

.12 If no mail has been assigned, suspend the contract in the Basic Planned Routes File and proceed with normal operations. Alternate Routing Procedures may be necessary (Section 362, 460).

921.2 Contractor notifies USPS he will carry the mail when conditions permit resumption of operations. Since this will probably be the best manner in which to move the mail, no action is necessary other than to continue normal operations. Examples of this condition would be weather, bomb threats, diversions.

921.3 Contractor notifies USPS he will accept segment mail after closeout time.

a. Manually adjust manifest and initial change.

b. Enter total weight assigned via option 2.1B.

c. Reconcile duplicate records the following day via LAVO.

d. All manual entries to manifests must be signed by USPS and carrier.

921.4 Contractor advises USPS he can only accept what has already been assigned, follow these procedures:

a. Enter temporary maximum weight equal to accumulated weight in the Daily Planned Routes File.

b. Change contract available code from "5" to "1".

c. Continue normal operations.

d. Do not suspend the contract

921.5 ACDCS equipment ceases to operate during contract assignment.

a. Handwrite manifests at closeout time following contingency plan instructions for calculating weights.

b. When the site is restored, enter origin records in ACDCS system using Option 2.1A if contracts are open, Option 2.1B if contracts are closed. For Option 2.1B, enter one total loose sack weight (weight shown on printed manifest plus bulk billing weight) and one record for each container dispatched. Make appropriate annotations on the manifests that are printed when the system is restored and attach to file copy of handwritten manifest the carrier was given. DO NOT, under any circumstances, give a carrier more than one manifest for a dispatch.

c. Correct duplicate origin records in LAVO the following day.

d. All manual manifests or amendments to manifests must be signed by USPS and carrier.

e. All manual changes to manifests must be initialed by USPS.

922 Reassignment of Mail. When it becomes necessary to reassign mail from one contractor to another, one of two conditions will exist.

922.1 Mail is returned to the USPS and is reassigned via ACDCS equipment.

.11 If the mail is originating mail, create a refusal irregularity and follow procedures in 381.42 or 481.42, as applicable, for total or partial refusals.

.12 If mail is returned to the USPS at an intermediate point, for whatever reason, create a misrouting irregularity and follow procedures 381.43 or 481.43.

922.2 Mail is reassigned on the field in order to expedite delivery and protect service commitments.

.21 The irregularity process is not to be used.

.22 A manually prepared Reassignment Manifest will be used to adjust payment to the carriers. This document is actually a blank system contract manifest which is printed locally and is to be annotated at the top as a "Reassignment manifest". It will be used in lieu of any Forms 2759, Report of Irregular Handling of Mail or 2734, Mail Exception Report.

.23 The contractor from whom the mail is repossessed (losing carrier) and the contractor to whom the mail is reassigned (gaining carrier) each receive one signed copy of the reassignment manifest. This will serve as notification of a monetary adjustment to be made against the losing carrier and as a dispatch and payment document for the gaining carrier. The original copy will be sent to the STL PDC air Transportation Branch daily for processing. The AMF/GMF will retain a copy for the facility file for a period of one year. This may be a photocopy or a fourth carbon copy.

.24 When segment mail is reassigned, the losing carrier will be deprived of the revenue for the volume of mail repossessed for the entire segment. Extreme prudence must be exercised when a reassignment of segment mail is made. The losing carrier must not be arbitrarily or unreasonably deprived of the opportunity to complete the segment contract service.

922.25 The reassignment manifest is to be completed by the USPS employee as follows:

a. Annotate document as "reassignment manifest"

b. System contract number with applicable rate indicator - blank or N - of gaining carrier. (Mail can only be reassigned on the field to a direct system contract.)

c. Facility where "reassignment" occurs.

d. Leave time of new route and trip.

e. Date reassignment occurs.

f. Time reassignment occurs.

g. Final destination specified on ACT tag or distribution label.

h. Total weight of the entire dispatch that is reassigned.

i. Total number of pieces reassigned.

j. No transfer information is applicable as reassignments can only be made to direct system flights.

k. Scheduled arrive time at final destination.

l. USPS employee preparing manifest, date and time.

m. Receiving contractor signature, date and time.

n. Enter the losing carrier's flight number or segment contract number. Provide a GOOD explanation of what occurred to necessitate the reassignment. Note here if the gaining carrier agrees to accept the mail at the "B", space available, rate.

o. The bottom portion of the document will be completed by the STL PDC Air Transportation Branch when the adjustment is made.

923 **Misassignment.** If a site manager does not monitor the system console log for 75 percent and 90 percent messages for segment contracts, mail may be assigned 24 hours in advance.

923.1 If the misassignment is recognized prior to closeout of the contract, take the following steps:

a. Contact carrier to determine if he can carry the additional weight.

b. Enter renegotiated maximum weight in the Daily Planned Routes File for the day.

c. Create a total refusal irregularity for day to which the mail was assigned in error.

d. Bulk reassign to correct day.

e. Reenter the contract data in the Basic Planned Routes File for the day of suspension with contract closeout time, tender time and arrive time one minute different from the original contract data.

f. Attach copies of manifests to the irregularity form and file.

g. Give contractor correct manifest at tender time.

923.2 If the misassignment is detected after the contract has closed out, follow procedures in 921.3.

930 BYPASS SITES

931 General. This section defines the operation of sites designated as ACDCS Bypass Sites.

932 Definitions. A Bypass Site is defined as a mail processing facility that dispatches mail directly to air carriers, thus "bypassing" operations at the AMF/GMF.

933 Equipment. Bypass sites are equipped with ACDCS material handling equipment linked to the host AMF/GMF computer via a modem. This equipment consists of scanner, scale, CRT and Label printer.

933.1 An "intelligent" bypass site also has a mini-computer which enables it to act as an independent LVS site should it be necessary or desirable.

933.2 An intelligent bypass site must select the configuration under which it will operate, bypass or independent site, for the specific time period.

933.3 There are some sites, configured as a bypass to a host facility only for data entry by a CRT and having screen print capabilities with a LA50 (or similar) printer. These sites are normally small AMFs which accept Same Day Express Mail for dispatch directly to the carriers under very limited time constraints, and which have insufficient volume to justify additional equipment. Use of the procedures that follow will naturally include all classes of Express Mail which are accepted.

933.31 One of two conditions will exist for contract assignment and data entry.

a. Contract to which mail will be tendered is open.

b. Contract to which mail will be tendered has already closed but tender time of the segment contract or Mail due Carrier time for a system contract has not passed.

933.32 The receiving employee will determine contract assignment and verify contract availbility by checking the Daily Planned Routes File on the CRT using menu option 2.4.2.

933.33 If the contract is open, when the mail is prepared for dispatch, the postal employee will create an origin record using menu option 2.1, selection "A" for ADD. The manifest printed at the host facility will be correct and no further action is necessary.

933.34 If the contract is closed, the postal employee will create the origin record using menu option 2 .1, selection "B", and will execute a screen print of the record to give the carrier. This document will serve as notice to the carrier that data has been entered and that the weight shown on the manifest will have to be increased by the weight reflected on the origin record. No manual adjustment to the manifest should be made.

933.35 Use of selection "B" should be limited to cases of absolute necessity; i.e., after contract closeout while mail from the host facility is in transit to the AMF.

933.36 In cases where the acceptance unit employee can prepare a piece for dispatch, (apply ACT tag and 'tie out' when the piece is accepted), the origin record should be created at that time. For Custom Design mail tendered to the USPS at the AMF, the planned dispatch should allow time for data entry prior to contract closeout.

933.37 The importance of manifest accuracy must be a prime concern. Origin records must always be created in a timely manner and every effort to avoid the use of selection "B" should be exercised, as it will be necessary to reconcile any duplicate conditions created by use of this option.

934 Dispatch Procedures. Normal outgoing mail processing operations (scan, weigh, produce routing label) occur at Bypass sites. The weight accumulation and manifest production occur at the host (AMF/GMF) site.

935 Contract Assignment. Contract assignment is determined by the arrival time at the AMF as indicated in the Ground Transportation file. Arrival time must be prior to the segment contract tender time or system contract leave time. This file is created and updated as necessary by online entry at the site.

936 Forced Assignment. It is possible to force specific contracts to a Bypass Site. This action may be necessary in order to ensure all mail from that site would be assigned to specified contracts with no chance of exceeding available lift capacity or contract maximums.

937 Incoming Operations. Bypass sites have no incoming operations.

940 INTEGRATED SITES (Reserved)

950 LIMITED DISPATCH FACILITIES

951 General. This section lists the procedures for handling mail dispatched to and received from limited dispatch facilities.

952 Definitions. There are two types of limited dispatch facilities. These are:

a. A facility that dispatches/receives mail to/from air contracts via HUB facilities.

b. A facility dispatching mail directly to air contracts but who must enter assignment data via equipment at an ACDCS site.

953 Equipment. Limited dispatch facilities do not have automated equipment (ACDCS); HUB offices do have automated equipment.

954 Dispatch of Mail From Origin LDF to HUB

954.1 The following procedures will be used to dispatch mail from a LDF type A:

a. ACT tags need not be applied to each piece of mail.

b. Mail will be weighed in bulk using existing equipment.

c. The ACT manifest will be manually prepared and will show the total weight and number of pieces.

d. The HUB will supply the LDF with blank manifests.

e. A preprinted pressure sensitive bar coded label will be applied to one copy of the manifest (Exhibit 14).

954.1

f. Distribution of the manifest will be as follows:

(1) Retain one copy at origin.

(2) Give one copy to contractor for his file.

(3) Give one copy (with bar coded label) to contractor to deliver to USPS official at the HUB with the mail.

954.2 The following procedures are used to dispatch mail from a LDF type B:

a. ACT tags are applied to each piece of mail

b. Mail is weighed in bulk using existing equipment.

c. A handwritten manifest is prepared in triplicate, one copy to the contractor, one copy for the facility file, and one copy to the ACDCS site for data entry.

d. Contract assignment is determined by an appropriate dispatch report as provided by the TMO.

955 Procedures on Receipt From LDF type A at HUB:

a. HUB facility scans bar code on copy 3 for creation of destination record.

b. HUB facility key inputs, via CRT, origin information from manifest for creation of origin record.

c. HUB facility transmits origin/destination records to St. Louis PDC.

956 Procedures for Dispatch from HUB to the Destination LDF type A.

a. ACT tags need not be applied to each piece of mail.

b. Mail will be weighed in bulk.

c. Select, apply and scan one ACT tag for final destination (LDF);

d. Key input weight for creation of origin record using 2.1, B

e. Manifest printer prints two copies of the manifest.

(1) One copy retained on site.

(2) One copy given to the contractor.

957 Procedures Upon Receipt From HUB at LDF type A.

a. Final destination facility removes, retains ACT tag.

b. Final destination facility calls in receipt of mail to HUB (time of delivery).

c. HUB facility key inputs, via CRT, destination information from manifest (1), for creation of destination record.

d. HUB facility transmits origin/destination records to St. Louis PDC.

958 Incoming Operations at LDF Type B. There are no incoming operations at type B limited dispatch failities unless they are also designated as Remote Sites (see 960).

960 REMOTE FACILITIES

961 This section details the procedures for handling mail at remote facilities.

962 Definition. A remote facility is defined as a facility that:

a. receives mail from multiple origins; and
b. performs incoming operations.

963 Equipment. Remote facilities will be equipped with portable scanning devices.

964 Receipt of Mail at Remote Facilities. The following procedures will be used on receipt of mail at a remote facility:

a. Incoming ACT tags that are attached to the mail pieces will be scanned.
b. A valid scan (destination code of the ACT tag is the same as the code of the remote facility) will create a destination record (see 472).
c. The remote facility will transmit the destination records to the St. Louis PDC.

965 Irregular Operations. Procedures for handling mail pieces that arrive at a remote facility in error (destination code of the ACT tag is not the same as the remote facility code) are as follows:

965

a. Visually identify that the mail pieces have been misrouted.

b. The remote facility will determine the best dispatch for the mail.

   (1) return to delivering carrier for transport.

   (2) dispatch to an associated AMF/GMF having outgoing operations

c. Remote facility will create irregularities as necessary (see 481).

970 ACDCS SYSTEM MANAGEMENT

This section will define those procedures necessary to ensure the efficient operation of the ADP equipment.

971 Guidelines to Good System Management and Maximum Performance

971.1 The following actions are necessary to ensure maximum ACDCS performance.

a. Monitor system console log and promptly report apparent problem conditions to STL PDC Customer Support Branch.

b. Compress files at least once each day, but never during a data transfer session, during peak mail processing activities, or during daily rebuild.

c. At 11/44 sites, execute 6.10 at least once each tour, but never during mail processing operations or daily rebuild.

d. Retain system console logs in an orderly manner for 14 days.

e. Print STL reports during non-peak mail processing activities.

971.2 The following actions are necessary to ensure proper contract assignment, manifest preparation, contractor performance and contractor payment:

a. Monitor 75 and 90 per cent messages and take necessary action.

b. If closeout cannot occur, as indicated on the system console log, determine the accumulated weight, handwrite a manifest and report the problem to the STL PDC.

c. Periodically verify manifest data by comparison with the origin system reports and the origin segment reports.

d. Create refusal irregularities in a timely manner.

e. Correct errors and duplicate records and adjudicate irregularities in 3.0 daily, preferably during non-peak mail processing operations.

f. Monitor reports daily and weekly, as appropriate.

g. Enter all data prior to closeout, if possible.

h. Control access to on-line functions and 3.0 by use of the security file.

i. Enforce sign-on and sign-off procedure.

j. Do not stop the system during daily rebuild.

k. Schedule daily rebuild (through RPFUPD), loading of planned routes files (6.10), 3.0 activities and STL report printing during non-peak mail processing operations.

l. If your site has a LA50 printer, consider printing a list of accumulated weights from the daily planned routes file periodically to protect against possible interruption of manifest printing.

972 System Console Log.

972.1 Purpose. The system console log is the method by which we receive messages from the computer and process controller and must be monitored on a regular basis.

972.11 The printer displays messages from the computer to the site manager to indicate those activities that are occurring within the ADP equipment. The system console printer will indicate closeout activities, data transfer sessions, manifest printing, STL report availability, 75 and 90 per cent messages, multiple error conditions, 'no contract available messages', printer messages and notice of receipt of the planned routes file from the STL PDC each week. There are approximately 1200 such error messages that may appear on the printer, most of which will not be meaningful to the site manager. An important key to good system management is to promptly report any message that endlessly repeats itself or indicates a serious problem may exist.

972.12 Data transfer messages will show the start and end of each session, the number of records transmitted, the number registered, priority and non-priority reports available for printing. It is important that no commands are entered on the console terminal during a data transfer session. An example would be a start or stop of the system. Some steps in the data transfer are:

a. Initiation, indicated by AC0320

b. Search for data eligible for transfer, indicated by AC0312. Origin records are eligible for transfer 30 minutes after closeout. All other records are sent when they have been recorded or finalized. Data must be finalized, in the case of registered O/D history and pending irregularity records, before they can be transmitted. Transmitted records will be purged from the system 24 hours after acknowledgement of receipt, with the exception of registry records, which are retained for 120 hours.

c. Process 'punch' files, normally only when a planned routes file was received in the previous transmission.

d. Process 'print' file, actual transmission between the site and St. Louis. This will result in reports being available for print.

972.12

e. If a data transfer session should abort and not execute, a simple update of the begin time past the current time should initiate the process again automatically.

f. If for any reasons an on-demand data transmission is required, menu option 6.8.2 should be selected.

g. Anytime there is a data transmission problem, the ACDCS software will record (internally) the status of those records it attempts to transmit and will transmit those records until a successful acknowledgement is received from St. Louis. Failure to receive an acknowledgement indicates a problem. Call St. Louis. You may print your data transfer status file. See 972.24 for instructions.

972.13 Several events may occur which require an immediate call to the STL PDC. The more common of these are:

a. Data transfer session is not activated on schedule

b. Repeated 'acknowledgement overdue' messages

c. Zero reports available for print.

d. Repeated 'PC Comm' error messages. Before contacting STL, turn that particular PC off and back on. This action should clear the PC and allow normal processing to continue.

e. Failure to receive planned route file download from STL PDC.

972.14 Closeout activity messages may indicate when a condition exists that will prevent proper closeout of a contract. Prompt action must be taken to determine the accumulated weight from the daily planned routes file and handwrite a manifest. The condition should be reported to the STL PDC.

972.15 The 75 and 90 percent messages also require prompt action so that mail will be assigned to the proper contract and attempts may be made to renegotiate a maximum weight if such action be required.

972.16 Daily rebuild activities will be indicated on the console log.

972.17 Every 2 hours the ADP will download planned routes to the process controller. This will also appear on the console log.

972.2 The keyboard is used to enter commands to the computer in order to clear error conditions, update reporting facility information, print files and perform diagnostics - by Digital Equipment Corporation (DEC) field engineers.

972.21 Care must be taken when using the RPFUPD program. It is extremely important that all data is entered correctly. This program must not be executed during a data transfer session. See Exhibit 34 for commands to update reporting facility data.

972.22 It is not necessary to stop the ACDCS system to change the date and/or time. Commands are:

a. Enter 'time'
b. Enter HH/MM
c. Enter 'date'
d. Enter DD/MM/YY

972.23 File compression is accomplished by executing a stop and a start for 11/44 sites and by executing @ACDCSTOP, @ACDCSTART at other sites. It is important to compress the files at least once each day to ensure maximum throughput of the equipment. Failure to do this may not halt your system but noticeable slowdown will occur.

972.24 You may print your files by executing @CFT. Follow system console log prompts to select those files you wish to print on your printer or on the console.

973 Security. Access privileges to ACDCS functions are controlled by the security file.

974 Reporting Problems to STL PDC Customer Support Branch. All problems associated with the ACDCS equipment are to be reported to the STL PDC customer support branch. A problem number will be assigned and determination of proper resolution will be made. If it is necessary to dispatch a DEC field engineer to the site, the PDC will make the required calls. Response time for high volume sites is normally two hours, and up to 24 hours for 11/23 and micro sites, calculated from the time STL places the call.

974.1 When a problem call is received at the Customer Support Branch every attempt will be made to effect a resolution while the customer (site) is on the telephone. It is necessary to have as much of the following information as possible for accurate problem identification.

974.1

a. Facility remote number

b. Facility address, telephone number and name of contact person

c. Type of computer and type of equipment

d. Nature of problem

e. System console log messages

f. CRT screen messages

974.2 When a problem has been resolved, or closed, the site must notify the Customer Support Branch of such action.

975 USPS Responsibilities for Equipment Maintenance. Although the equipment contractor is responsible for preventive maintenance and repair of the ACDCS equipment, there are certain duties that the USPS is required to perform. These include, but are not limited to:

a. Regular dusting and other related housekeeping chores as are required to ensure continuous and reliable operation of the equipment. Screens, keyboards, printers, sensors, and other such items should be kept free from an accumulation of dust.

b. Providing a locked cabinet in which to maintain spare parts for the equipment.

980 ACDCS REFERENCE LIBRARY.

The following documents are available as references for ACDCS and air contracting operations and procedures.

a. Handbook P0507, Air Contracting Administrative Procedures
b. Handbook M-22, National Air and Surface Schemes
c. Handbook PO-506, Contracting Information for Air Carriers
d. ACDCS Operators' Guide
e. ACDCS CRT on Line Entry Users' Guide
f. ACDCS CRT on Line Error Condition Guide
g. NASS Users' Guide
h. Computer Users Guide for AMF/ACDCS

990 ST. LOUIS PDC REPORTS

991 General. Reports generated by the St. Louis PDC Host processing are spooled to those facilities that need the information for (1) USPS and contractor performance monitoring and (2) for use in preserving the integrity of payment data.

992 Prioritization of Reports

Reports are prioritized for print by the importance of need to review and/or take action. Availability is indicated on the system console log during each data transfer session.

992.1 Non Priority Reports

.11 Data Transmission Reports. Those reports that reflect data received by the St. Louis PDC during each data transmission from an ACDCS site are "NON-PRIORITY" reports. This information is before any host processing or edits. The origin facility receives listings of all data transmitted during the previous data transfer session. Destination facilities receive listings of mail dispatched to them and transfer point facilities receive listings of mail dispatched for transfer at that point. These reports are generated with each data transmission. The facilities should use this information to:

a. verify accuracy of manifests
b. plan for incoming operations
c. ensure proper transfer activities

992.12 Error Reports. Data that has been processed, or edited, and found to be in an "error" condition, i.e., not capable of further processing, will be spooled to the appropriate sites so that the errors can be corrected via LAVO service maintenance screens on a daily basis. These reports are available daily.

.13 Deletion of Non-Priority Reports. Option 6.2.3. 4 will permit a site to delete non-priority reports when conditions require.

.14 Printing Non-Priority Reports. Non-priority reports should be printed (6.2.3.2) when mail processing activities and manifest production permit, but never less often than once each day. Failure to print the reports may have an adverse effect on the efficiency of the system.

992.2 Priority Reports. All other reports from St. Louis PDC, except for the Registered Mail reports, are priority reports and require that the appropriate receiving office review them for impact on meeting service commitments, duplicate records, for verification of pay data, and for irregularity adjudication.

992.3 Registered Reports. Any report dealing with Registered Mail is of the highest priority and should be printed when available, as indicated by the System Console Log during each data transfer session.

APPENDIX A

GLOSSARY

ACDCS	Air Contract Data Collection System.
ACT Tag	Air Contract Transportation Tag.
Administrative Official (AO)	An official designated to administer a specific function.
AMF	Airport Mail Facility.
Bar Code	Printed information on a form requiring mechanical or electronic translation.
Block Time	Actual arrival or departure time of an air flight.
CAB	Civil Aeronautics Board.
CFS	Continuous Flow System-a self-contained system to process a high mail volume.
Contracting Officer (CO)	A US Postal Service official authorized to enter into and administer contracts for mail transportation and related servies on behalf of the US Postal Service.

Contractor	An air carrier operating owned or leased aircraft or using aircraft dedicated exclusively to the use of the air carrier transporting U.S. mail under contract.
CRT	Cathode Ray Tube--electronic screen providing visual display of data input or retrieval.
Data Input	Information entered into computer data base.
Deregulation	Termination of regulation of air carrier by CAB.
GMF	General Mail Facility.
Haz. Mat.	Hazardous material--materials which by their nature are potentially dangerous or destructive.
Human Readable	Printed information not requiring mechanical or electronic translation.
Line Haul	The actual air transportation of mail between origin and destination.
MPU	Mail Processing Unit.
Match	Verification of delivery by matching origin records with destination records. (See also, "Verification.")

NASS	National Air and Surface System.
Operator ID	Alphanumeric identification code assigned for access to a computer data base.
Penalty Matrix	A schedule of irregularities and related penalties.
Perishables	Materials requiring special treatment, such as live animals, plants.
PRF	Planned Routes File
RFP	Request For Proposal--a method of procuring service not otherwise obtainable by open bid; an integral part of contract specifications.
Routing Label	An adhesive-backed label affixed to ACT tag which contains routing information for dispatch.
Scanning:	Process by which printed information is read by an electronic reader (scanner).
Schedule Air Carrier	An air carrier providing service on a fixed published schedule.

Segment	An origin city and a destination city where air transportation service is required and is made up of "windows of service."
Segment Contract	An agreement to transport mail from a specified origin to a specified destination which will be identified in a contract.
Segment Rate or Rates	A rate or rates to apply from a specific origin to a specific destination subject to a minimum/maximum tender (volume) as shown in the contract.
Space Available	The space available on a flight for which the contractor agrees to accept U.S. mail tendered by the U.S. Postal Service under the terms and conditions of the contractor's carrier route system contract. (System rate "B").
Staging Mail	Storing mail in a secured area which has been tendered to and is awaiting transportation by a contractor.
Subcontracting	An agreement between the prime contractor and another party or parties (subcontractor(s)) whereby the contractor allows the subcontractor to perform line haul service or terminal handling service subject to limitation as shown in the contract.

Subcontactor	A party or parties who provides line haul or terminal handling service in a capacity of an agent of the contractor.
System Contracting	An agreement to transport mail between any two points where the contractor performs service during the contract term. The extent of a contractor's system is determined by current published schedules as shown in the Official Airline Guide (OAG) and any additional schedules the air carrier provides the OAG for exclusive distribution to the US Postal Service.
System Rate	Rates to apply over a contractor's entire system, subject to limitations shown in the contract, applicable on any given tender (volume) without observing any minimum/maximum tender.
TMO	Transportation Management Office.
Terminal Handling	The ground handling of mail between pickup from and delivery to the respective AMFs or other US Postal Service facilities, including all drayage and loading or unloading of mail aboard aircraft. Such terminal handling service may be performed by a party other than the air carrier which transports the mail by air.

Tolerance	Elapsed time, in minutes, that is allowed after scheduled contract delivery time before a delayed delivery irregularity report is generated.
Verification	Matching of origin records with destination records to verify delivery. (See also, "Match.")
Window of Service	The latest time the US Postal Service will tender mail to a contractor at origin for transportation and the latest time the mail is to be delivered to the US Postal Service at destination under a segment contract.
WSS	Work Station System - A semi-automatic system for medium volumes of mail.

EXHIBIT

1	Form 7382	Additional General Provisions for Service Contracts
2	Form 7405	Transportation Services Bid or Proposal and Contract
3	Form 7406	Amendment to Transportation Services Contract
4	Form 7409	Notice of Acceptance - Transportation Services Contract, Bid or Proposal
5	Form 7435	Solicitation for Transportation Services Contract
6	Form 7440	Contract Route Service Order
7	Test Sampling Guidelines for Ground Handling of Mail by Air Carriers	
8	Sampling Test for Mail Due USPS After Arrival of Flight	
9	Sampling Test for Field Transfers	
10	Form 2717	Mail Ground Handling Time Requirements
11	ACT Tag	
11A	Contingency ACT Tag	
11B	Destination JFK ACT Tag	
12	Routing Label	
13	Loose Sack Missort Report	
14	Air Contract Transportation Manifest	
15	Final Destination Summary Report	
16	System Contract Transfer Report	
17	Irregularity Form	
18	Irregularity Summary Report- Segment Contracts	
18A	Irregularity Summary Report - System Contracts	
19	Potential Delayed Delivery Irregularity Summary Report	
20	Monthly Summary of Irregularities	
21	Monthly Summary of Segment Contract Irregularities	

22 Segment Contract USPS Performance Report

23 Monthly Summary of USPS Irregularities

24 AMF/GMF Recommended Irregularities Weekly Summary Report - Segment Contracts

24A AMF/GMF Recommended Irregularities Weekly-Summary Report - System Contracts

25 Reserved

26 Unmatched Segment Origin Report

26A Daily Unmatched Origin Record Report - System Contracts

27 Air Contractor Container Utilization Report

28 Form 2702, Air Container Placard

29 Registry Unit Record of Full Function Data Entry Devices

30 Form 2942, AV-7 Delivery Bill

31 Management Instruction EL 810-82-6 (Form 1770), Hazardous Materials Sprill or Lak Standard Operating Procedures

32 PS Tag 1, Label 10, ConCon

33 Tag 18, PAL

34 RPFUPD Instructions

U.S. POSTAL SERVICE

ADDITIONAL GENERAL PROVISIONS FOR SERVICE CONTRACTS

SERVICE CONTRACT ACT OF 1965

This contract, to the extent that it is of the character to which the Service Contract Act of 1965 (41 U.S.C. 351-357) applies, is subject to the following provisions and to all other applicable provisions of the Act and the regulations of the Secretary of Labor thereunder (29 CFR Parts 4 and 1925.)

(a) *Compensation.* Each service employee employed in the performance of this contract by the Contractor or any subcontractor shall be paid not less than the minimum monetary wage and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor, or his authorized representative, as specified in any attachment to this contract. If there is such an attachment, any class of service employee which is not listed therein, but which is to be employed under this contract, shall be classified by the Contractor so as to provide a reasonable relationship between such classifications and those listed in the attachment, and shall be paid such monetary wages and furnished such fringe benefits as are determined by agreement of the interested parties, who shall be demmed to be the contracting agency, the Contractor, and the employees who will perform on the contract, or their representatives. If the interested parties do not agree on a classification or reclassification which is, in fact, conformable, the Contracting Officer shall submit the question, together with his recommendation, to the Office of Special Wage Standards, ESA, Department of Labor, or his authorized representative, for final determination. Failure to pay such employees the compensation agreed upon by the interested parties or finally determined by the Administrator, or his authorized representative, shall be a violation of this contract. No employee engaged in performing work on this contract shall in any event be paid less than the minimum wage specified under section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended.

(b) *Obligation to furnish fringe benefits.* The Contractor or subcontractor may discharge the obligation to furnish fringe benefits specified in the attachment or determined conformably thereto by furnishing any equivalent combinations of fringe benefits, or by making equivalent or differential payments in cash, pursuant to applicable rules of the Office of Special Wage Standards, ESA, Department of Labor (29 CFR Part 4, Subparts B & C).

(c) *Minimum wage.* In the absence of a minimum wage attachment for this contract, neither the Contractor nor any subcontractor under this contract shall pay any of his employees performing work under the contract (regardless of whether they are service employees) less than the minimum wage specified by section 6(a)(1) of the Fair Labor Standards Act of 1938. However, in cases where section 6(e)(2) of the Fair Labor Standards Act of 1938 is applicable, the rates specified therein will apply. Nothing in this provision shall relieve the Contractor or any subcontractor of any other obligation under law or contract for the payment of a higher wage to any employee. If this contract succeeds a contract, subject to the Servcie Contract Act of 1965 as amended, under which substantially the same services were furnished and service employees were paid wages and fringe benefits provided for in a collective bargaining agreement, then in the absence of a minimum wage attachment for this contract neither the contractor nor any subcontractor under this contract shall pay any service employee performing any of the contract work less than the wages and fringe benefits, provided for in such collective bargaining agreements, to which such employee would be entitled if employed under the predecessor contract, including accrued wages and fringe benefits and any prospective increases in wages and fringe benefits provided for under such agreement. No contractor or subcontractor under this contract may be relieved of the foregoing obligation unless the limitations of 29 CFR § 4.1c(b) apply or unless the Secretary of Labor or his authorized representative determines that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arms-length negotiations, or finds, after a hearing as provided in Labor Department regulations, 29 CFR 4.10, that the wages and fringe benefits provided for in such agreement are substantially at variance with those which prevail for services of a character similar in the locality.

(d) *Notification to employees.* The Contractor and any subcontractor under this contract shall notify each service employee commencing work on this contract of the minimum monetary wage and any fringe benefits required to be paid pursuant to this contract, or shall post a notice of such wages and benefits in a prominent and accessible place at the worksite, using such poster as many be provided by the Department of Labor.

(e) *Safe and Sanitary Working Conditions.* The contractor or subcontractor shall not permit any part of the services called for by this contract to be performed in buildings or surroundings or under working conditions provided by or under the control or supervision of the contractor or subcontractor which are unsanitary or hazardous or dangerous to the health or safety of service employees engaged to furnish these services, and the contractor or subcontractor shall comply with the safety and health standards applied under Part 1925 of Title 29, Code of Federal Regulations.

(f) *Records.* The Contractor and each subcontractor performing work subject to the Act shall make and maintain for 3 years from the completion of the work the records containing the information specified below for each employee subject to the Act and shall make them available for inspection and transcription by authorized representatives of the Employment Standards Administration, U.S. Department of Labor.

(1) His name and address.

(2) His work classification or classifications, rate or rates of monetary wages, and fringe benefits provided, rate or rates of fringe benefit payments in lieu thereof, and total daily and weekly compensation.

(3) His daily and weekly hours so worked.

(4) Any deductions, rebates, or refunds from his total daily or weekly compensation.

(5) A list of monetary wages and fringe benefits for those classes of service employees not included in the minimum wage attachment to this contract, but for which such wage rates or fringe benefits have been determined by the interested parties or by the Administrator of the Wage and Hour and Public Contracts Divisions, Department of Labor, or his authorized representative, pursuant to the labor standards in paragraph (a) of this clause. A copy of the report required by paragraph (j) of this clause shall be deemed to be such a list.

(g) *Withholding of payments and termination of contract.* The Contracting Officer shall withhold or cause to be withheld from the Prime Contractor under this or any other Government contract with the Prime Contractor such sums as he, or an appropriate officer of the Department of Labor, decides may be necessary to pay underpaid employees. Additionally, any failure to comply with the requirements of this clause relating to the Service Contract Act of 1965 may be grounds for termination of the right to proceed with the contract work. In such event, the Postal Service may enter into other contracts or arrangements for completion of the work, charging the Contractor in default with any additional cost.

(h) *Subcontractors.* The Contractor agrees to insert the paragraphs of this clause relating to the Service Contract Act of 1965 in all subcontracts. The term "Contractor" as used in these paragraphs in any subcontract, shall be deemed to refer to the subcontractor, except in the term "Prime Contractor."

(i) *Service employee.* As used in this clause, the term *service employee* means any person who performs the specific services called for by the terms of a Postal Service contract, not otherwise exempt, the principle purpose of which is to furnish services, other than a person employed in a bona fide executive, administrative, or professional capacity (see 29 CFR Part 541), and shall include any such person regardless of any contractual relationship that may be alleged to exist between a contractor or subcontractor and such person.

(j) *Contractor's report.* If there is a wage determination attachment to this contract and one or more classes of service employees which are not listed thereon are to be employed under the contract, the Contractor shall report to the Contracting Officer the monetary wages to be paid and the fringe benefits to be provided each such class of service employee. Such report shall be made promptly as soon as such compensation has been determined as provided in paragraph (a) of this clause. If wages to be paid or fringe benefits to be furnished any service employees employed by the Government prime contractor or any

Exhibit 1

subcontractor under the contract are provided for in a collective bargaining agreement which is or will be effective during any period in which the contract is being performed, the Government prime contractor shall report such fact to the contracting officer, together with full information as to the application and accrual of such wages and fringe benefits, including any prospective increases, to service employees engaged in work on the contract, and a copy of the collective bargaining agreement. Such report shall be made upon commencing performance of the contract, in the case of collective bargaining agreements effective at such time, and in the case of such agreements or provisions or amendments thereof effective at a later time during the period of contract performance, such agreements shall be reported promptly after negotiation thereof.

(k) *Regulations incorporated by reference.* All interpretations of the Service Contract Act of 1965 expressed in 29 CFR Subpart C, Part 4, are hereby incorporated by reference in this contract.

(l) *Exemptions.* These additional general provisions shall not apply to the following:

(1) Any contract of the United States Postal Service for construction, alteration and/or repair, including painting and decorating of public buildings or public works;

(2) Any work required to be done in accordance with the provisions of the Walsh-Healey Public Contracts Act (49 Stat. 2036;41 U.S.C. 35-45);

(3) Any contract for the carriage of freight or personnel by vessel, airplane, bus, truck, express, railway line, or oil or gas pipeline where published tariff rates are in effect, or where such carriage is subject to rates covered by section 22 of the Interstate Commerce Act;

(4) Any contract for the furnishing of services by radio, telephone, telegraph, or cable companies, subject to the Communications Act of 1934;

(5) Any contract for public utility services, including electric light and power, water, steam, and gas;

(6) Any employment contract providing for direct services to the Postal Service by an individual or individuals;

(7) Any contract with the Postal Service the principal purpose of which is the operation of postal contract stations;

(8) Any services to be furnished outside the United States. For geographic purposes, the "United States" is defined in section 8(d) of the Service Contract Act to include any State of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, Outer Continental Shelf Lands as defined in the Outer Continental Shelf Lands Act, American Samoa, Guam, Wake Island, Eniwetok Atoll, Kwajalein Atoll, Johnston Island, and Canton Island. It does not include any other territory under the jurisdiction of the United States or any United States base or possession within a foreign country; and

(9) Any of the following contracts exempted from all provisions of the Service Contract Act of 1965, pursuant to section 4(b) of the Act, which exemptions the Secretary of Labor finds necessary and proper in the public interest or to avoid serious impairment of the conduct of Government business: (i) Contracts entered into by the Postal Service with common carriers for the carriage of mail by rail, air (except air star routes), bus, and ocean vessel, where such carriage is performed on regularly scheduled runs of the trains, airplanes, buses, and vessels over regularly established routes and accounts for an insubstantial portion of the revenue therefrom.

(ii) Any contract entered into by the U.S. Postal Service with an individual owner-operator for mail service where it is not contemplated at the time the contract is made that such owner-operator will hire any service employee to perform the services under the contract except for short periods of vacation time or for unexpected contingencies or emergency situations such as illness or accident.

(m) *Special employees.* Notwithstanding any of the provisions in paragraphs (a) through (k) of this clause, the following employees may be employed in accordance with the following variations, tolerances and exemptions, which the Secretary of Labor, pursuant to section 4(b) of the Act prior to its amendment by Public Law 92-473 found to be necessary and proper in the public interest or to avoid serious impairment of the conduct of Government business:

(1)(i) Apprentices, student-learners, and workers whose earning capacity is impaired by age, physical or mental deficiency, or injury may be employed at wages lower than the minimum wages otherwise required by section 2(a)(1) or 2(b)(1) of the Service Contract Act of 1965, without diminishing any fringe benefits or cash payments in lieu thereof required under section 2(a)(2) of that Act, in accordance with the procedures prescribed for the employment of apprentices, student-learners, handicapped persons, and handicapped clients of sheltered workshops under section 14 of the Fair Labor Standards Act of 1938, in the regulations issued by the Administrator (29 CFR Parts 520, 521, 524, and 525).

(ii) The Administrator will issue certificates under the Service Contract Act of 1965 for the employment of apprentices, student-learners, handicapped persons, or handicapped clients of sheltered workshops not subject to the Fair Labor Standards Act of 1938, or subject to different minimum rates of pay under the two acts, authorizing appropriate rates of minimum wages (but without changing requirements concerning fringe benefits or supplementary cash payments in lieu thereof), applying procedures prescribed by the applicable regulations issued under the Fair Labor Standards Act of 1938 (29 CFR Parts 520, 521, 524, and 525).

(iii) The Administrator will also withdraw, annul, or canel such certificates in accordance with the regulations in 29 CFR Parts 525 and 528.

(2) An employee engaged in an occupation in which he customarily and regularly receives more than $20 a month in tips may have the amount of his tips credited by his employer against the minimum wage required by section 2(a)(1) or section 2(b)(1) of the Act, in accordance with the regulations in 29 CFR Part 531: *Provided, however,* That the amount of such credit may not exceed $1.15 per hour.

(n) *Amendment.* Notwithstanding any other provisions of this contract, if this contract is for a term in excess of two years, it will be amended every two years, effective on the anniversary date of the contract, to incorporate the latest applicable wage determination isssued by the Department of Labor, and the contractor or subcontractor, as applicable, will be required to compensate his employees in the manner and amounts as set forth in such wage determination and in accordance with these additional General Provisions.

U.S. POSTAL SERVICE

TRANSPORTATION SERVICES BID OR PROPOSAL AND CONTRACT

1. BID/PROPOSAL SUBMITTED PURSUANT TO

a. SOLICITATION NO.	b. DATE OF SOLICITATION	c. FINANCE NO.	d. CONTRACT NO.	e. DATE OF CONTRACT

f. FOR MAIL SERVICE IN OR BETWEEN

CITY & STATE	CITY & STATE

2. RATE OF COMPENSATION, BID OR PROPOSAL *(Bid or proposal must be submitted on a single annual rate basis reflecting anticipated costs for the first year of operation – not for the term solicitated unless the solicitation specifically calls for bids/proposals at a per mile, per piece, per trip or other unit rate.)*	DOLLARS *(Figures)*

(WRITTEN DOLLAR AMOUNT)

3. BIDDER/OFFEROR

a. NAME *(Print or Type)*	b. ADDRESS *(Street, City, State, ZIP Code)*
c. TELEPHONE NUMBER	d. SOCIAL SECURITY NUMBER OR EMPLOYER IDENTIFICATION NO.
(Complete if bidder/offeror is an individual) e. LEGAL RESIDENT OF	*(Complete if bidder/offeror is a partnership or corporation)* f. ENGAGED IN BUSINESS IN

COUNTY	STATE	COUNTY	STATE

g. ACKNOWLEDGEMENT OF AMENDMENTS	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
THE BIDDER/OFFEROR ACKNOWLEDGES RECEIPT OF AMENDMENTS TO THE SOLICITATION FOR OFFERS AND RELATED DOCUMENTS NUMBERED AND DATED AS FOLLOWS:				

In compliance with the solicitation of the U.S. Postal Service described above, the above named bidder/offeror proposes to provide the service called for in said solicitation and, in the case of a negotiated contract, in the description of service attached hereto and made a part hereof, at the rate of compensation set out above.

The bidder/offeror submitting the offer or proposal agrees with the U.S. Postal Service that if this offer or proposal is accepted, the bidder/offeror will give personal or representative supervision to the performance of the service. The bidder/offeror certifies that this proposal is made in his own interest and not by him as the representative of another person or company and with full knowledge of the required conditions of service.

The solicitation and all attachments are incorporated by reference as a part of this bid or proposal.

This bid or proposal is made in good faith and with the intention to enter into contract to perform service in case the bid or proposal shall be accepted.

(Signature of bidder/offeror) *(Date)*

(Signature of contracting officer) *(Date)*

(Title)

NOTES: If the bidder/offeror is a partnership or corporation, the contracting officer may request such bidder/offeror to furnish evidence of the authority of the party executing the bid or proposal.

When a partnership bids, if the existence of a bona fide partnership is established, the signature of one partner is sufficient.

PS Form 7405
June 1980

Exhibit 2

EQUAL EMPLOYMENT OPPORTUNITY REPRESENTATIONS

The bidder/offeror representat that he has ☐ or has not ☐ (check proper box) participated in a previous contract or subcontract subject to either the Equal Opportunity Clause contained in the contract general provisions attached to the solicitation in response to which the bid/proposal is submitted, or the clause originally contained in Section 301 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114, and that he has ☐ or has not ☐ (check proper box) filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractor, will be obtained prior to execution of any subcontract.

SEGREGATED FACILITIES

By submission of a bid/proposal in response to this solicitation for Mail Service, the bidder/offeror assures the U.S. Postal Service that he does not and will not maintain or provide for his employees segregated facilities at any of his establishments, and that he does not and will not permit his employees to perform their services at any location under his control, where segregated facilities are maintained. The bidder/offeror understands that the phrase "segregated facilities" includes facilities which are in fact segregated on a basis of race, color, religion, or national origin, because of habit, local custom or otherwise. The bidder/offeror understands that the maintaining or providing segregated facilities for his employees or permitting his employees to perform their services at any locations under his control where segregated facilities are maintained, is a violation of the equal opportunity clause required by Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375. The bidder further understands that whoever knowingly and willfully makes any false, factitious, or fradulent representation may be liable to criminal prosecution under 18 U.S.C. Sec. 1001. The successful bidder/offeror shall obtain a substantially similar assurance addressed to him and the U.S. Postal Service and signed by proposed subcontractor prior to awards of subcontracts subject to Executive Order 11246.

NON-COMPLIANCE WITH THIS REQUIREMENT CONSTITUTES A VIOLATION OF THE EQUAL EMPLOYMENT CLAUSE AND THEREFORE CONSTITUTES A BREACH OF CONTRACT.

PARENT COMPANY AND EMPLOYER IDENTIFICATION NUMBER

If the rate of compensation shown in Item 2 is in excess of $10,000 per annum, complete the following:

(1) Is the bidder/offeror owned or controlled by a parent company as described below? Yes ☐ No ☐ (For the purpose of this bid/proposal, a parent company is defined as one which either owns or controls the activities and basic business policies of the bidder. To own another company means the parent company must own at least a majority (more than 50%) of the voting rights in that company. To control another company, such ownership is not required; if another company is able to formulate, determine or veto basic business policy decisions of the bidder, such other company is considered the parent company of the bidder. This control may be exercised through the use of dominant minority voting rights, use of proxy voting, contractual arrangement, or otherwise.)

(2) If the answer to (1) above is "Yes," bidder/offeror will insert in the space below the name and principal office address of the parent company.

____

(Name) *(Address)*

(3) Bidders/Offerors will insert in the space(s) below the Employer's Identification Number (E.I. No.). (Federal Social Security Number used on Employer's Quarterly Federal Tax Returns, U.S. Treasury Department Form 941.)

E.I. No. of Bidder/Offeror ____________________ E.I. No. of Parent Company (if any) ____________________

U.S. GOVERNMENT PRINTING OFFICE 827-840

U. S. POSTAL SERVICE **AMENDMENT TO TRANSPORTATION SERVICES CONTRACT**			Page 1 of
1. CONTRACT NO.	2. AMENDMENT NO.	3. EFFECTIVE DATE	4. TERM OF CONTRACT
5. TYPE OF CONTRACT *(See PCM 19-106)*	6. TERMINI		
7. a. NAME AND ADDRESS OF CONTRACTOR *(Include ZIP Code)*		b. SOCIAL SECURITY/EMPLOYER IDENTIFICATION NO.	
		c. TELEPHONE NO.	

8. DESCRIPTION OF ADMENDMENT *(If necessary, use a continuation sheet)*

Except as provided herein, all terms and conditions of the contract described in block 1 remain unchanged and in full force and effect.

9. IN WITNESS WHEREOF, the parties have caused this amendment to be executed, effective the date set forth in block 3.

CONTRACTOR		U. S. POSTAL SERVICE	
By: ______________________ (SEAL) *(Signature of person authorized to sign)*	DATE	By: ______________________ (SEAL) *(Signature of Contracting Officer)*	DATE
NAME AND TITLE OF SIGNER		TITLE OF CONTRACTING OFFICER	
WITNESS TO SIGNATURE OF CONTRACTOR ______________________ *(Signature of witness)*		WITNESS TO SIGNATURE OF CONTRACTING OFFICER ______________________ *(Signature of witness)*	

PS Form 7406
May 1976

Exhibit 3

U.S. POSTAL SERVICE

NOTICE OF ACCEPTANCE – TRANSPORTATION SERVICES CONTRACT BID OR PROPOSAL

Solicitation Dated		**Solicitation No.**	**State of**	**Date**
Term	**From**		**To**	**Contract Rate**
Route No. and Termini or Location of Service				**Annual Mileage**
				Rate Per Mile

Name and Address *(Include Apt./Suite No., Street, City, State and ZIP Code)*

Your bid or proposal submitted in response to the solicitation specified above for carrying and/or handling the United States Mail in accordance with your bid or proposal is hereby accepted for the term named herein.

The law prohibits you from assigning or transferring this contract without the permission of the U.S. Postal Service, and provides for cancellation of the contract if you assign or transfer it without first receiving permission. Further, you will be liable for any damages resulting from such an assignment or transfer without permission. If you should wish to assign or transfer your contract, contact your Contracting Officer and ask for information on requirements for subletting contracts.

The presence of a postal inspector in your transportation equipment or in the vicinity of your facilities or the route over which such equipment is operated shall not be revealed by you or your employees to any person at any time.

Date of Signature	**Signature and Title of Postal Official**
Order No.	**Address of Postal Official** *(Include Apt./Suite No.)*
Route Order No.	

PS Form 7409
Mar. 1982

Exhibit 4

U.S. POSTAL SERVICE

SOLICITATION FOR TRANSPORTATION SERVICES CONTRACT

The Postmaster will please post this where it may be seen by every person entering the Post Office.

1. SOLICITATION NO.	2. (✓) CHECK APPROPRIATE TYPE OF SOLICITATION ☐ ADVERTISEMENT FOR BIDS *(Advertised Contract)*	☐ REQUEST FOR PROPOSALS *(Negotiated Contract)*
3. ISSUED BY	4. ADMINISTRATIVE OFFICIAL	5. DATE ISSUED
6. ADDRESS	7. TELEPHONE NO.	8. STATE OF

Contract will be awarded for the term beginning on ______________ 19 ______(or subsequent date as may be ordered) and ending ______________19 ______.

9. TERMINI

10. TITLE OF CONTRACTING OFFICER	11. ADDRESS

Sealed Bids/Proposals will be received at room ____________, *(mailing address)* ______________________,

until __________o'clock ☐ a.m. ☐ p.m. ______________________19 ________, for providing services described in the attached specifications. Bids/Proposals may be modified or withdrawn by written or telegraphic notice received prior to the exact hour and date specified. Bids/Proposals, modifications, and withdrawals received after the hour and date specified will be treated and considered in accordance with paragraph I.C. of Form 7469.

In addition to this solicitation and the attached specifications, the following forms will become part of any transportation contract to be awarded as a result of this solicitation:

Form 7407, Basic Surface Transportation Service Contract General Provisions, dated ______________________.
(If for surface transportation contract.)

Form 7451, Air Taxi General Provisions for Service Contracts, dated ______________________.
(If for Air Taxi transportation contract.)

Form 7382, Additional General Provisions for Service Contracts, dated ______________________.

Wage Determination No. ____________________dated ____________________.

Bids or Negotiation packages are available to interested parties at the following locations:

These packages contain all of the necessary forms and other materials to enable proper submission of Bids or Proposals.

The attached ____________page specifications describe the service to be procured as a result of this solicitation.

PS Form 7435
Apr. 1980

Exhibit 5

PAGE _____OF _____PAGES

U.S. POSTAL SERVICE

CONTRACT ROUTE SERVICE ORDER

1. IN REPLY REFER TO

2\.
OLD $__________
NEW $__________
☐ANNUAL ☐PIECE ☐TRIP

3. ROUTE NO.

4. FINANCE NO.

5. LATEST CHANGE DATE

6. CONTRACT TERM

7. NAME AND ADDRESS OF CONTRACTOR

8. THIS SPACE FOR POSTAL DATA USE ONLY	CONTRACTOR						STATE		ADJUSTED PAY THIS AP								X78	80
	2	3	4	5	6	7	8	9	71	72	73	74	75	76	77	78	X78	80
COL. 80 (8) CHANGE																		
	55	56	57	58	59	60	61	62	71	72	73	74	75	76	77	78		

PART	TERMINI OR SERVICE	FREQUENCY	LENGTH *(Miles)*

9. THE FOLLOWING ORDER IS HEREBY ISSUED

Adjust pay, allowing $__________ additional per annum, effective__________

New scheduled annual mileage__________ New rate per mile $__________

10. DATE ORDERED

11. REGION OR HEADQUARTERS
A. ORDER NO.
B. ROUTE ORDER NO

12. SIGNATURE OF CONTRACTING OFFICER

13. ADDRESS

14. TITLE

NOTE: Please change Forms 5443,5398 or 5399 accordingly. When an order is issued changing the length of a route, and the contractor claims that the change in distance or pay is incorrectly stated therein, such claim, with the proof thereof, should be submitted promptly to this office.

PS Form
Aug. 1974 **7440**

☆U.S. GOVERNMENT PRINTING OFFICE–1975–650-435/1447

Exhibit 6

TEST SAMPLING GUIDELINES FOR GROUND HANDLING OF MAIL BY AIR CARRIERS

Several tests will be taken to develop estimates of the time increments necessary for carriers to perform mail ground handling operations.

The basic operational requirements and the sequence in which they are normally performed are outlined below. It should be noted that these guidelines are general in nature and do not include those variables which may be peculiar to one or only a few airports. These requirements may be part of the ground handling operation.

SAMPLING TEST FOR MAIL DUE AIR CARRIER PRIOR TO DEPARTURE OF FLIGHT

Step	Requirement	Description	Comment
1.	TRANSPORT	Begins with departure of loaded vehicle from AMF. Includes the time required to travel the distance. Ends with the arrival of the vehicle at the aircraft. (Normal flow pattern interruptions are listed but not counted as "Test Time.")	The test start time should begin when loading is completed and vehicle departs AMF. This is necessary because of the variances in mail volumes and number of pieces handled. Record times to the closest minute. (Example: 6½ minutes show 7 minutes.)
2.	WAIT LINE TIME	Begins with the arrival of the vehicle at the aircraft. Ends when unloading operations begin.	Queing times may vary with the type aircraft and hours of operation. These times should considered only when processing is done in an orderly rotation.
3.	UNLOADING	Begins with the start of the unloading. Includes the time required for sortation of mail by destinations. Ends when the last piece is loaded into the aircraft.	Sortation is included at origin to provide for "bin" separations which will facilitate transfer operations at stops enroute.

Exhibit 7

SAMPLING TEST FOR MAIL DUE USPS AFTER ARRIVAL OF FLIGHT

Step	Requirement	Description	Comment
1.	UNLOADING	Begins with the "Block" arrival time of the aircraft. Includes unloading of mail from the aircraft and loading it into the ramp vehicle. Ends when ramp vehicle is loaded.	Unreasonable time differences between actual block time and the opening of the hatch is not acceptable. Critical consideration must be given to the number of personnel used, the type and size of the vehicle used, and the volume or pieces of mail.
2.	TRANSPORT	Begins with the departure of the loaded vehicle from ramp or gate area. Includes the time required to travel the necessary distance. Ends with the arrival of the vehicle at the AMF.	Distances in tenths of a mile will be measured and the speed of vehicles will be noted. The time of delivery is the time of arrival at the AMF and ready to deliver mail. At facilities where unloading is required, see Steps 3 and 4.
3.	WAIT LINE TIME	Begins with arrival time of the vehicle at the AMF. Ends when unloading operations being.	This is a variable which may not have to be included when mail is dumped by the USPS.
4.	UNLOADING	Begins with the start of unloading operations. Ends with the unloading of the last piece. Record this time on Form 2753A.	Mail should be unloaded promptly. Sign in time will be only after mail is unloaded. When more than one trip is required because of volume, delivery time will be arrival of first trip. Subsequent trips as required to follow immediately thereafter.

Exhibit 8

SAMPLING TEST FOR FIELD TRANSFERS

(Separate tests should be made involving inter & intraline transfers)

Step	**Requirement**	**Description**	**Comment**
1.	UNLOADING	See Step 1. (Mail due USPS after arrival of flight.)	House mail should come off the aircraft and be ready for delivery to the AMF without the need for sortation.
2.	TRANSPORT	Begins with the departure of the vehicle to the carrier transfer area. Includes the time required to travel to the transfer area. Ends upon arrival at the designated transfer area.	All mail for transfer should be ready for delivery to the transfer area at time of unloading from aircraft without sortation.
3.	SORTATION	Begins with the unloading. Includes separation. Ends when all mail is sorted and reloaded for delivery to connecting transfer point or flight.	House mail or through mail should not be processed through carrier transfer areas. Separate tests should be made for mail involving interline and intraline transfer as transport requirements will vary after sortation requirement is completed.
4.	TRANSPORT	Begins when vehicle departs. Includes travel time to transfer point or connecting flight. Ends with arrival at last transfer point.	Points involving the greatest distance and time will be used.
5.	UNLOAD	Begins with arrival of vehicle at last transfer point or connecting flight. Ends when last piece is unloaded from vehicle.	Separate test will be required for cargo flights and passenger trips.

Exhibit 9

U.S. POSTAL SERVICE

MAIL GROUND HANDLING TIME REQUIREMENTS

Page ________ of ________

I. GROUND HANDLING SERVICE REQUIRED

DATE
AIRPORT
CARRIER
FLIGHT
☐ PAX ☐ CARGO
TYPE AIRCRAFT
GATE NO.
SCHEDULED ARRIVAL
DEPARTURE
ACTUAL
TYPE OF MAIL ☐ LS ☐ CONT

ELAPSED TIME FOR TEST
START :
END
NO. MINUTES

II. AIRPORT CONDITIONS

OPERATIONAL RESTRICTIONS
SPEED LIMIT
WEATHER
LENGTH GROUND TRAIN AUTHORIZED
PEAK HOURS

TOTAL TIME ALL FUNCTIONS
MINUTES

III. OPERATIONAL REQUIREMENTS FOR EACH PHASE OF SERVICE

STEP	FUNCTION	TEST TIME		DISTANCE MILES IN 10ths	VOLUME NO. PIECES	VEHICLE TYPE CART. TRK. CONTR.	NO. VEHICLES LESS TRACTOR	PERSONNEL NO. EACH STEP	OTHER
		START/END	NO. MIN.						

PS Form 2717
Jan. 1976

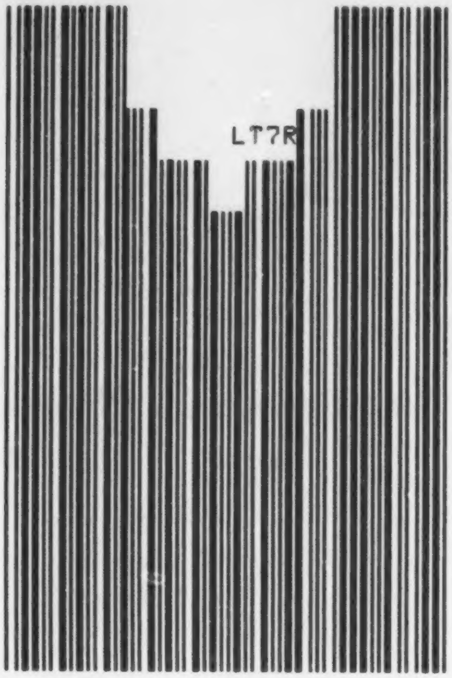
Exhibit 10

MCI

MCIF3IW4

F

Exhibit 11



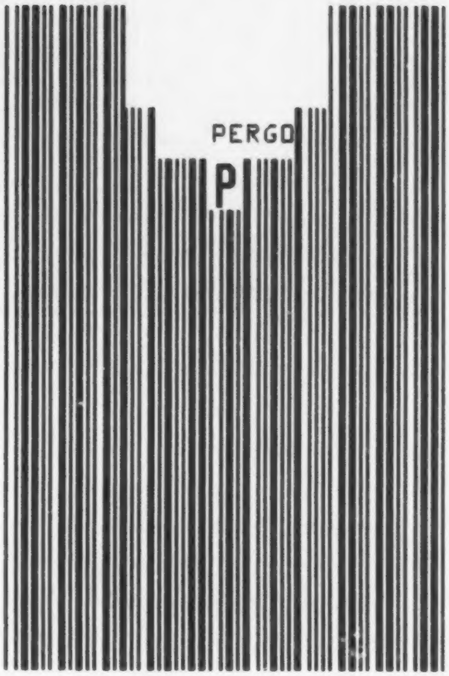


Exhibit 11-A

JFK

JFKESDOE

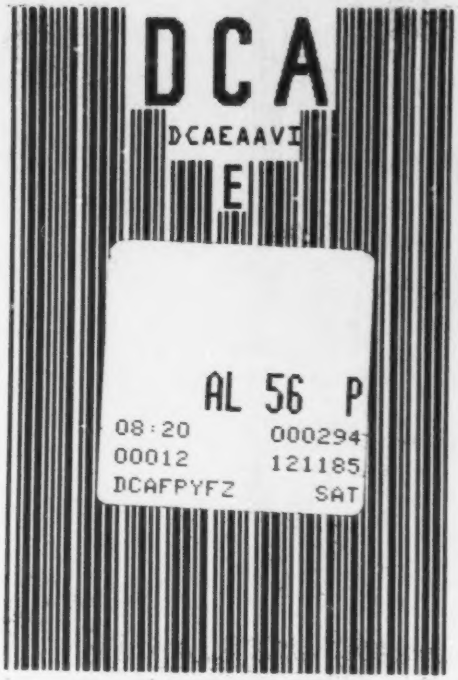
E

JFK

003FA0N8

F

Exhibit 11-B



DCA

DCAEAAVI

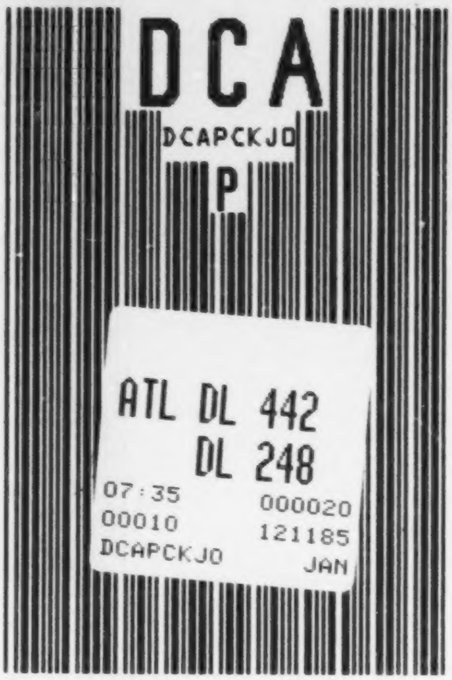
E

AL 56 P

08:20 000294

00012 121185

DCAFPYFZ SAT



DCA

DCAPCKJO

P

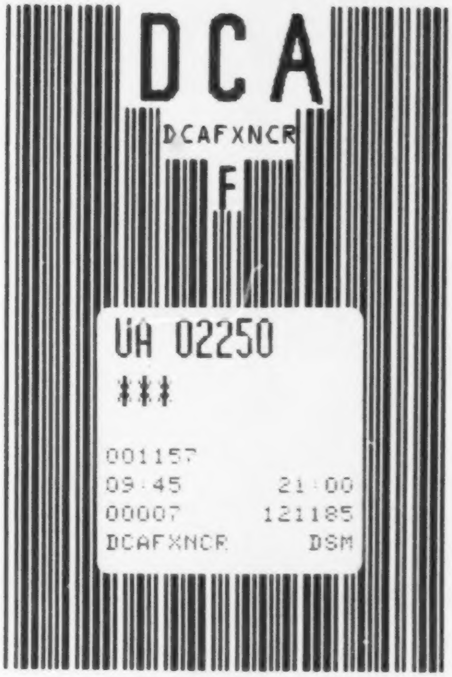
ATL DL 442

DL 248

07:35 000020

00010 121185

DCAPCKJO JAN



DCA

DCAFXNCR

F

UA 02250

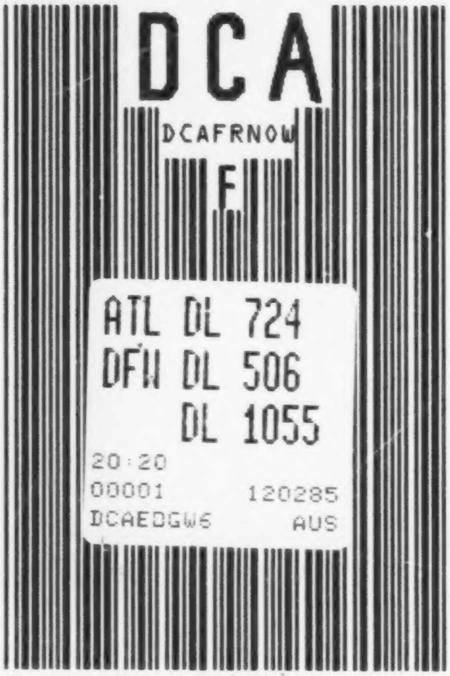
***

001157

09:45 21:00

00007 121185

DCAFXNCR DSM



DCA

DCAFRNOW

F

ATL DL 724

DFW DL 506

DL 1055

20:20

00001 120285

DCAEDGW6 AUS

Exhibit 12

```
                LOOSE SACK MIS-SORT REPORT

          ORIGIN  XXX   LOCATION  XXXXXXXXXXXXXXXXXX

     DESTINATION          DATE          TIME          MAIL CLASS

        AAA             XXXXXX          XXXX              X
        AAA             XXXXXX          XXXX              X
        AAA             XXXXXX          XXXX              X
    PIECE COUNT XX
        BBB             XXXXXX          XXXX              X
    PIECE COUNT XX
        CCC             XXXXXX          XXXX              X
    PIECE COUNT XX
        DDD             XXXXXX          XXXX              X
        DDD             XXXXXX          XXXX              X
        DDD             XXXXXX          XXXX              X
    PIECE COUNT XX
        EEE             XXXXXX          XXXX              X
        EEE             XXXXXX          XXXX              X
    PIECE COUNT XX
        FFF             XXXXXX          XXXX              X
        FFF             XXXXXX          XXXX              X
    PIECE COUNT XX
        GGG             XXXXXX          XXXX              X
        GGG             XXXXXX          XXXX              X
    PIECE COUNT XX
        HHH             XXXXXX          XXXX              X
    PIECE COUNT XX
        III             XXXXXX          XXXX              X
        III             XXXXXX          XXXX              X
        III             XXXXXX          XXXX              X
    PIECE COUNT XX
        JJJ             XXXXXX          XXXX              X
    PIECE COUNT XX
        KKK             XXXXXX          XXXX              X
        KKK             XXXXXX          XXXX              X
    PIECE COUNT XX
        LLL             XXXXXX          XXXX              X
        LLL             XXXXXX          XXXX              X
    PIECE COUNT XX
        MMM             XXXXXX          XXXX              X
        MMM             XXXXXX          XXXX              X
        MMM             XXXXXX          XXXX              X
        MMM             XXXXXX          XXXX              X
    PIECE COUNT XX
TOTAL PIECE COUNT XX
```

- EXHIBIT 13 -

```
                                        UNITED STATES POSTAL SERVICE
                                    AIR CONTRACT TRANSPORTATION MANIFEST
                                              SYSTEM CONTRACT

SYSTEM                     LEAVE
CONTRACT #        ORIGIN   TIME    DATE        TIME
+----------------+--------+-------+-----------+--------+--------------------------------------------------------------+
!                !        !       !           !        !                                                              !
+----------------+--------+-------+-----------+--------+--------------------------------------------------------------+
+---------------------------------------------------------------------------------------------------------------------+
!                                                                                                                     !
!       ROUTINGS FOR ALL DESTINATIONS USING ABOVE CONTRACT FROM ORIGIN                                                !
+---------------------------------------------------------------------------------------------------------------------+
!  FINAL   TOT LOOSE    TOT LOOSE   TRF PT  ARRVE  TRANSFER      LEAVE  TRF PT  ARRVE  TRANSFER      LEAVE  FINAL DEST !
!  DEST    SACK WGHT    SACK PCS      1     TRF 1  ROUTE  TRIP   TRF 1    2     TRF 2  ROUTE  TRIP   TRF 2    ARRIVE   !
+---------------------------------------------------------------------------------------------------------------------+
! 1.     !           !           !       !      !             !       !      !      !             !       !           !
! 2.     !           !           !       !      !             !       !      !      !             !       !           !
! 4      !           !           !       !      !             !       !      !      !             !       !           !
! 5      !           !           !       !      !             !       !      !      !             !       !           !
! 6.     !           !           !       !      !             !       !      !      !             !       !           !
! 7.     !           !           !       !      !             !       !      !      !             !       !           !
! 8.     !           !           !       !      !             !       !      !      !             !       !           !
! 9.     !           !           !       !      !             !       !      !      !             !       !           !
!10.     !           !           !       !      !             !       !      !      !             !       !           !
!11.     !           !           !       !      !             !       !      !      !             !       !           !
!12.     !           !           !       !      !             !       !      !      !             !       !           !
!13.     !           !           !       !      !             !       !      !      !             !       !           !
!14.     !           !           !       !      !             !       !      !      !             !       !           !
!15.     !           !           !       !      !             !       !      !      !             !       !           !
+---------------------------------------------------------------------------------------------------------------------+
!                                       +---------------------------------------------+                               !
!TOTAL LOOSE SACK WEIGHT                !  SIGNATURES         MANIFEST EXCHANGE       !                               !
!                               -----   !                                             !                               !
!                                       ! USPS                    DATE        TIME    !                               !
!TOTAL LOOSE SACK PIECES                !      ------------------------------------   !                               !
!                               -----   ! CONTRACTOR              DATE        TIME    !                               !
!                                       +---------------------------------------------+                               !
!                                                                                                                     !
+---------------------------------------------------------------------------------------------------------------------+
! ADJUSTMENTS (EXPLANATION):                                                                                          !
!                                                                                                                     !
!                                                                                                                     !
+---------------------------------------------------------------------------------------------------------------------+
! FOR USPS USE ONLY:                                                                                                  !
!    ADJUSTMENT TRANSACTION - DATE:                                                                                   !
!                                                                                                                     !
!                          TIME:                      SIGNATURE                                                       !
+---------------------------------------------------------------------------------------------------------------------+
```

EXHIBIT 14

UNITED STATES POSTAL SERVICE
AIR CONTRACT TRANSPORTATION MANIFEST
SEGMENT CONTRACT - LOOSE SACK & CONTAINER

SEGMENT CONTRACT #	ORIGIN	DEST	TENDER	DELIVERY	MINIMUM	MAXIMUM	CONT NO TYPE	FREQ	DATE	TIME
							LDW			

CONTAINER ASSIGNMENT DETAIL					CONTAINER ASSIGNMENT DETAIL					CONTAINER ASSIGNMENT DETAIL				
NO.	A.C.T. #	POUNDS	TYPE	SERIAL #	NO.	A.C.T. #	POUNDS	TYPE	SERIAL #	NO.	A.C.T. #	POUNDS	TYPE	SERIAL #
1					8					15				
2					9					16				
3					10					17				
4					11					18				
5					12					19				
6					13					20				
7					14									

TOTAL LOOSE SACK WEIGHT ------

TOTAL LOOSE SACK PIECES ------

SIGNATURES	MANIFEST EXCHANGE	
USPS	DATE	TIME
CONTRACTOR	DATE	TIME

TOTAL CONTAINER WEIGHT ------

TOTAL CONTAINER ------------

ADJUSTMENTS (EXPLANATION):

FOR USPS USE ONLY:
ADJUSTMENT TRANSACTION - DATE:
TIME: SIGNATURE

Exhibit 14

UNITED STATES POSTAL SERVICE
AIR CONTRACT TRANSPORTATION MANIFEST
SEGMENT CONTRACT - LOOSE SACK ONLY

SEGMENT CONTRACT #	ORIGIN	DEST	TENDER	DELIVERY	MINIMUM	MAXIMUM	CONT NO TYPE	FREQ	DATE	TIME

TOTAL LOOSE SACK WEIGHT ------

TOTAL LOOSE SACK PIECES ------

SIGNATURES	MANIFEST EXCHANGE	
USPS	DATE	TIME
CONTRACTOR	DATE	TIME

ADJUSTMENTS (EXPLANATION):

FOR USPS USE ONLY:
ADJUSTMENT TRANSACTION - DATE:
TIME: SIGNATURE

Exhibit 14

① REASSIGNMENT MANIFEST

UNITED STATES POSTAL SERVICE
AIR CONTRACT TRANSPORTATION MANIFEST
SYSTEM CONTRACT

SYSTEM CONTRACT #	ORIGIN	LEAVE TIME	DATE	TIME
②	③	④	⑤	⑥

ROUTINGS FOR ALL DESTINATIONS USING ABOVE CONTRACT FROM ORIGIN

FINAL DEST	TOT LOOSE SACK WGHT	TOT LOOSE SACK PCS	TRF PT 1	ARRVE TRF 1	TRANSFER ROUTE TRIP	LEAVE TRF 1	TRF PT 2	ARRVE TRF 2	TRANSFER ROUTE TRIP	LEAVE TRF 2	FINAL DEST ARRIVE
1. ⑦	⑧	⑨	←			⑩				→	⑪
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											

TOTAL LOOSE SACK WEIGHT ⑧

TOTAL LOOSE SACK PIECES ⑨

SIGNATURES	MANIFEST EXCHANGE	
USPS ⑫	DATE	TIME
CONTRACTOR ⑬	DATE	TIME

ADJUSTMENTS (EXPLANATION): ⑭

FOR USPS USE ONLY: ⑮
ADJUSTMENT TRANSACTION - DATE:
TIME: SIGNATURE

Exhibit 14

```
                     U.S. POSTAL SERVICE                             | SECTION  16  |          PAGE  1
                DATA  PROCESSING  DOCUMENTATION                      |--------------|----------------
                                                                     | DATE  ISSUED | DATE REVISED
                        REPORT  SAMPLES                              |   10/22/80   |
_____________________________________________________________________|______________|________________

     SYSTEM IDENT. | SYSTEM  TITLE                      | REPORT  ID.  | CHANGE  NOTICE  NO.
         LAQ       | C.A.B. AIR CONTRACTING             |   LAQ500P2   |       LAQ000
___________________|____________________________________|______________|_____________________

  LAQ500P2                          FINAL DESTINATION                                      PAGE     1
                                        SUMMARY                                            DATE 06/02/84
                                          ORD                                              TIME 11:34:45
        SYSTEM TRANSFER-1 ROUTE-1 TRIP-1 TRANSFER-2 ROUTE-2 TRIP-2 SEGMENT ARRIVAL      LOOSE  SACK   CONTAINER
 ORIGIN CONTRACT#                                          CONTRACT#   DATE    TIME   WEIGHT PIECES  WEIGHT  # OF
  DCA TH 0002                                                      02/05/84 16:00    5,000      1
  DCA TI 0002                                                                          110      2
  DCA TK 0002                                                      02/21/84 16:00    1,492    250
  DCA TQ 0002                                                      02/21/84 16:00    3,576    600
  DCA TR 0002                                                      02/21/84 12:00        5      1
  DCA TU 0003                                                      02/05/84 16:00    5,000      1
  DCA TV 0003                                                                          110      2
  MCI T1 0002 BOS    TW      11111     BWI      TW      22222      02/05/84 16:00    5,000      1
  MCI T2 0002 BOS    TW      22222     BWI      TW      33333      02/05/84 11:15      110      2
  MCI T4 0002                                                      02/21/84 16:00    1,492    250
  MCI T5 0002 LAX    TW      22222     BOS      TW      44444      02/22/84 16:00    3,576    600
  MCI T6 0002                                                      02/02/84 14:00        5      1
  MCI T8 0003                                                      02/05/84 16:00    5,000      1
  MCI T9 0003                                                      02/04/84 12:26      110      2
```

Exhibit 15

U.S. POSTAL SERVICE DATA PROCESSING DOCUMENTATION REPORT SAMPLES	SECTION 16	PAGE 1
	DATE ISSUED 10/22/80	DATE REVISED

SYSTEM IDENT.	SYSTEM TITLE	REPORT ID.	CHANGE NOTICE NO.
LAQ	C.A.B. AIR CONTRACTING	LAQ500P3	LAQ000

```
LAQ500P3                          TRANSFER POINT - 1                               PAGE    1
                                       SUMMARY                                     DATE 06/02/84
                                         BOS                                       TIME 11:34:45
          SYSTEM FINAL ------FROM-------   -----TO-----   LOOSE SACK
ORIGIN CONTRACT# DESTINATION AMF ROUTE TRIP ROUTE TRIP   WEIGHT  PIECES
 MCI T1 0002 ORD       MCI   T1    0002     TW    11111   5,000      1
 MCI T2 0002 ORD       MCI   T2    0002     TW    22222     110      2
```

Exhibit 16

UNITED STATES POSTAL SERVICE
AIR CONTRACT TRANSPORTATION
IRREGULARITY FORM

IRREGULARITY: CODE X DESCRIPTION: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SEGMENT CONTRACT NUMBER	SYSTEM RT/TRIP (FLIGHT)	LOCATION REPORTING IRREGULARITY		DATE	TIME
		CODE	NAME		
XX XXXXX	XX XXXX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX/XX/XX	XX:XX:XX

LOOSE SACK									CONTAINER				
DEST	A.C.T.	POUNDS	DEST	A.C.T. #	POUNDS	DEST	A.C.T. #	POUNDS	DEST	A.C.T. #	POUNDS	TYPE	SERIAL #

EXPLANATION: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SIGNATURE USPS OFFICIAL AT AMF/GMF

- EXHIBIT 17 -

U.S. POSTAL SERVICE	PROGRAM LAU640C0	PREPARED BY ST. LOUIS POSTAL DATA CENTER	SECTION 15	PAGE 49
REPORT LAYOUT	SYSTEM TITLE AIR CONTRACTING	SYSTEM IDENTIFICATION LAU	DATE ISSUED MM/DD/YY	DATE REVISED / /

COMMENTS	REPORT NAME	PAGE OF	CHANGE NOTICE NO.
	LAU640P1		XXXYYY

```
   +   1   +   2   +   3   +   4   +   5   +   6   +   7   +   8   +   9   +   0   +   1   +   2   +   3
       0       0       0       0       0       0       0       0       0       0       0       0       0
DEST=9999,UT=UUUUUTTTT,CNTL=T
28 9902
ST. LOUIS PDC                              U. S. POSTAL SERVICE                               DATE MM/DD/YY
REPORT LAU640P1                            AIR CONTRACTING SYSTEM                             TIME HH:MM:SS
                                      DAILY IRREGULARITY SUMMARY REPORT                       PAGE 99999
                                             SEGMENT CONTRACTS

 REPORTING FACILITY CODE   XXX

   CONTRACT   |  DESTINATION  |   DATE OF    |   TIME OF    |  IRREGULARITY  |  TOTAL PIECES  |  TOTAL POUNDS
    NUMBER    | FACILITY CODE |  OCCURRENCE  |  OCCURRENCE  |      CODE      |  L/S  | CONT.  |  L/S   | CONT.
   XXXXXXXX   |      XXX      |   99/99/99   |    99:99     |       99       | 99,999|        | 999,999|
   XXXXXXXX   |      XXX      |   99/99/99   |    99:99     |       99       |       |   99   |        | 999,999

   +   1   +   2   +   3   +   4   +   5   +   6   +   7   +   8   +   9   +   0   +   1   +   2   +   3
       0       0       0       0       0       0       0       0       0       0       0       0       0
COMMENTS
```

EXHIBIT 18

U.S. POSTAL SERVICE	PROGRAM LAU645C0	PREPARED BY ST. LOUIS POSTAL DATA CENTER		SECTION 15	PAGE 50
REPORT LAYOUT	SYSTEM TITLE AIR CONTRACTING		SYSTEM IDENTIFICATION LAU	DATE ISSUED MM/DD/YY	DATE REVISED / /
COMMENTS		REPORT NAME LAU645P1	PAGE OF	CHANGE NOTICE NO. XXXYYY	

```
    +    1    +    2    +    3    +    4    +    5    +    6    +    7    +    8    +    9    +    0    +    1    +    2    +    3
         0         0         0         0         0         0         0         0         0         0         0         0         0
DEST=9999,UT=UUUUUTTTT,CNTL=T
28 9902                                                U. S. POSTAL SERVICE
ST. LOUIS PDC                                            AIR CONTRACTING SYSTEM                                    DATE MM/DD/YY
REPORT LAU645P1                                     DAILY IRREGULARITY SUMMARY REPORT                              TIME HH:MM:SS
                                                            SYSTEM CONTRACTS                                       PAGE 99999

     REPORTING FACILITY CODE    XXX

  ROUTE/   |     FINAL      |     DATE OF      |     TIME OF      |   IRREGULARITY   |   TOTAL PIECES   |   TOTAL POUNDS
   TRIP    |  DESTINATION   |   OCCURRENCE     |   OCCURRENCE     |       CODE       |    LOOSE SACK    |    LOOSE SACK
 XXX/XXXXX |      XXX       |     99/99/99     |      99:99       |        99        |      99,999      |     999,999
           |                |                  |                  |                  |                  |
    +    1    +    2    +    3    +    4    +    5    +    6    +    7    +    8    +    9    +    0    +    1    +    2    +    3
         0         0         0         0         0         0         0         0         0         0         0         0         0
COMMENTS
```

EXHIBIT 18A

U.S. POSTAL SERVICE	PROGRAM LAU382C0	PREPARED BY ST. LOUIS POSTAL DATA CENTER	SECTION 15	PAGE 19
REPORT LAYOUT	SYSTEM TITLE AIR CONTRACTING	SYSTEM IDENTIFICATION LAU	DATE ISSUED MM/DD/YY	DATE REVISED / /

COMMENTS	REPORT NAME LAU382P1	PAGE OF	CHANGE NOTICE NO. XXXYYY

```
  |    +    1    +    2    +    3    +    4    +    5    +    6    +    7    +    8    +    9    +    0    +    1    +    2    +    3
__|_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0___
 0| DEST=9999,UT=UUUUUTTTT,CNTL=T
 1| 28 9902                                       U. S. POSTAL SERVICE                                                  DATE MM/DD/YY
 2| ST. LOUIS PDC                                    AIR CONTRACTING SYSTEM                                             TIME HH:MM:SS
 3| REPORT LAU382P1                   DAILY POTENTIAL DELAYED DELIVERY IRREGULARITY SUMMARY REPORT                      PAGE 99999
 4|                                                    SEGMENT CONTRACTS
 5|  DESTINATION FACILITY CODE    XXX
 6|___________________________________________________________________________________________________________________________________
 7|      ORIGIN      |   CONTRACT   |   DISPATCH DATE   |    SCHEDULED     |     SCHEDULED      |   TOTAL PIECES  |   TOTAL POUNDS
 8|  FACILITY CODE   |    NUMBER    |   CLOSEOUT DATE   |  DELIVERY TIME   |   DELIVERY DATE    |   L/S  | CONT.  |   L/S  | CONT.
 9|__________________|______________|___________________|__________________|____________________|________|________|________|__________
10|       XXX        |   XXXXXXXX   |     99/99/99      |      99:99       |      99/99/99      | 99,999 |        | 999,999|
11|       XXX        |   XXXXXXXX   |     99/99/99      |      99:99       |      99/99/99      |        | 99,999 |        | 999,999
12|                  |              |                   |                  |                    |        |        |        |
13|                  |              |                   |                  |                    |        |        |        |
14|                  |              |                   |                  |                    |        |        |        |
15|                  |              |                   |                  |                    |        |        |        |
16|                  |              |                   |                  |                    |        |        |        |
17|                  |              |                   |                  |                    |        |        |        |
18|                  |              |                   |                  |                    |        |        |        |
19|                  |              |                   |                  |                    |        |        |        |
20|                  |              |                   |                  |                    |        |        |        |
21|                  |              |                   |                  |                    |        |        |        |
22|                  |              |                   |                  |                    |        |        |        |
23|                  |              |                   |                  |                    |        |        |        |
24|                  |              |                   |                  |                    |        |        |        |
25|                  |              |                   |                  |                    |        |        |        |
26|                  |              |                   |                  |                    |        |        |        |
27|                  |              |                   |                  |                    |        |        |        |
28|                  |              |                   |                  |                    |        |        |        |
29|                  |              |                   |                  |                    |        |        |        |
30|                  |              |                   |                  |                    |        |        |        |
31|                  |              |                   |                  |                    |        |        |        |
32|                  |              |                   |                  |                    |        |        |        |
__|___________________________________________________________________________________________________________________________________
  |    +    1    +    2    +    3    +    4    +    5    +    6    +    7    +    8    +    9    +    0    +    1    +    2    +    3
__|_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0___
  COMMENTS
```

EXHIBIT 19

U.S. POSTAL SERVICE	PROGRAM LAU680C0	PREPARED BY ST. LOUIS POSTAL DATA CENTER	SECTION 15	PAGE 63
REPORT LAYOUT	SYSTEM TITLE AIR CONTRACTING	SYSTEM IDENTIFICATION LAU	DATE ISSUED MM/DD/YY	DATE REVISED / /
COMMENTS	REPORT NAME LAU680P1	PAGE OF	CHANGE NOTICE NO. XXXYYY	

```
  |   +   1   +   2   +   3   +   4   +   5   +   6   +   7   +   8   +   9   +   0   +   1   +   2   +   3
 _|_______0_______0_______0_______0_______0_______0_______0_______0_______0_______0_______0_______0_______0___
 0| DEST=9999,UT=UUUUUTTTT,CNTL=T
 1| 28 9902
 2| ST. LOUIS PDC                          U. S. POSTAL SERVICE                           DATE MM/DD/YY
 3| REPORT LAU680P1                          AIR CONTRACTING SYSTEM                       TIME HH:MM:SS
 4|                                      MONTHLY SUMMARY OF IRREGULARITIES                PAGE 99999
 5|   REPORTING FACILITY CODE   XXX                    MONTH   99
 6|
 7| ---------------------------------------------------------------------------------------------------------
 8|  CONTRACTOR | IRREGULARITY |  NUMBER  PIECES  |  NUMBER  POUNDS |    TOTAL     |  REPORTING FACILITY RECOMMENDATION
 9|    CODE     |     CODE     |   L/S  |  CONT.  |   L/S  |  CONT.  | OCCURRENCES  |        YES        |       NO
10| ----------- | ------------ | ------ | ------- | ------ | ------- | ------------ | ----------------- | ------------
11|    XXX      |      99      | 99,999 |         |999,999 |         |      99      |         X         |
12|    XXX      |      99      |        |   99    |        | 999,999 |      99      |                   |      X
13|             |              |        |         |        |         |              |                   |
14|             |              |        |         |        |         |              |                   |
15|             |              |        |         |        |         |              |                   |
16|             |              |        |         |        |         |              |                   |
17|             |              |        |         |        |         |              |                   |
18|             |              |        |         |        |         |              |                   |
19|             |              |        |         |        |         |              |                   |
20|             |              |        |         |        |         |              |                   |
21|             |              |        |         |        |         |              |                   |
22|             |              |        |         |        |         |              |                   |
23|             |              |        |         |        |         |              |                   |
24|             |              |        |         |        |         |              |                   |
25|             |              |        |         |        |         |              |                   |
26|             |              |        |         |        |         |              |                   |
27|             |              |        |         |        |         |              |                   |
28|             |              |        |         |        |         |              |                   |
29|             |              |        |         |        |         |              |                   |
30|             |              |        |         |        |         |              |                   |
31|             |              |        |         |        |         |              |                   |
32|             |              |        |         |        |         |              |                   |
 _|
  |   +   1   +   2   +   3   +   4   +   5   +   6   +   7   +   8   +   9   +   0   +   1   +   2   +   3
 _|_______0_______0_______0_______0_______0_______0_______0_______0_______0_______0_______0_______0_______0___
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COMMENTS

EXHIBIT 20

U.S. POSTAL SERVICE	PROGRAM LAU675C0	PREPARED BY ST. LOUIS POSTAL DATA CENTER	SECTION 15	PAGE 64
REPORT LAYOUT	SYSTEM TITLE AIR CONTRACTING	SYSTEM IDENTIFICATION LAU	DATE ISSUED MM/DD/YY	DATE REVISED / /

COMMENTS	REPORT NAME LAU675P1	PAGE OF	CHANGE NOTICE NO. XXXYYY

```
  |    +    1    +    2    +    3    +    4    +    5    +    6    +    7    +    8    +    9    +    0    +    1    +    2    +    3
 _|_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0____
 0| DEST=9999,UT=UUUUUTTTT,CNTL=T
 1| 28 9902                                      U. S. POSTAL SERVICE                                         DATE MM/DD/YY
 2| ST. LOUIS PDC                                  AIR CONTRACTING SYSTEM                                     TIME HH:MM:SS
 3| REPORT LAU675P1                    MONTHLY SUMMARY OF SEGMENT CONTRACT IRREGULARITIES                      PAGE 99999
 4|
 5| ORIGIN FACILITY CODE   XXX              MONTH    99              CONTRACTOR   XXXXXXXXXXXXXXXXXXXXXXXXX
 6|_________________________________________________________________________________________________________________________________
 7|                |                  |                 |                  |                   |                  |              |
 8|    CONTRACT    |   DESTINATION    |  IRREGULARITY   |  NUMBER PIECES   |   WEIGHT POUNDS   |  REVIEW STATUS   |   POINT OF   |     DATE OF
 9|     NUMBER     | FACILITY, CODE   |      CODE       |   L/S  |  CONT.  |   L/S   |  CONT.  |  AMF | REG | HQ  |  OCCURRENCE  |  OCCURRENC
10|________________|__________________|_________________|________|_________|_________|_________|______|_____|_____|______________|______________
11|    XXXXXXXX    |       XXX        |       99        | 99,999 |         | 999,999 |         |   X  |  X  |  X  |      XXX     |      99/99/9
12|    XXXXXXXX    |       XXX        |       99        |        |   99    |         | 999,999 |   X  |     |     |      XXX     |      99/99/9
13|                |                  |                 |        |         |         |         |      |     |     |              |
14|                |                  |                 |        |         |         |         |      |     |     |              |
15|                |                  |                 |        |         |         |         |      |     |     |              |
16|                |                  |                 |        |         |         |         |      |     |     |              |
17|                |                  |                 |        |         |         |         |      |     |     |              |
18|                |                  |                 |        |         |         |         |      |     |     |              |
19|                |                  |                 |        |         |         |         |      |     |     |              |
20|                |                  |                 |        |         |         |         |      |     |     |              |
21|                |                  |                 |        |         |         |         |      |     |     |              |
22|                |                  |                 |        |         |         |         |      |     |     |              |
23|                |                  |                 |        |         |         |         |      |     |     |              |
24|                |                  |                 |        |         |         |         |      |     |     |              |
25|                |                  |                 |        |         |         |         |      |     |     |              |
26|                |                  |                 |        |         |         |         |      |     |     |              |
27|                |                  |                 |        |         |         |         |      |     |     |              |
28|                |                  |                 |        |         |         |         |      |     |     |              |
29|                |                  |                 |        |         |         |         |      |     |     |              |
30|                |                  |                 |        |         |         |         |      |     |     |              |
31|                |                  |                 |        |         |         |         |      |     |     |              |
32|                |                  |                 |        |         |         |         |      |     |     |              |
 _|_________________________________________________________________________________________________________________________________
  |    +    1    +    2    +    3    +    4    +    5    +    6    +    7    +    8    +    9    +    0    +    1    +    2    +    3
 _|_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0__
   COMMENTS
```

EXHIBIT 21

U.S. POSTAL SERVICE	PROGRAM LAU715C0	PREPARED BY ST. LOUIS POSTAL DATA CENTER	SECTION 15	PAGE 67
REPORT LAYOUT	SYSTEM TITLE AIR CONTRACTING	SYSTEM IDENTIFICATION LAU	DATE ISSUED MM/DD/YY	DATE REVISED / /

COMMENTS	REPORT NAME LAU715P1	PAGE OF	CHANGE NOTICE NO. XXXYYY

```
DEST=9999,UT=UUUUUTTTT,CNTL=T
28 9902
ST. LOUIS PDC                              U. S. POSTAL SERVICE                                         DATE MM/DD/YY
REPORT LAU715P1                              AIR CONTRACTING SYSTEM                                     TIME HH:MM:SS
                                    SEGMENT CONTRACT USPS PERFORMANCE REPORT                            PAGE 99999
                                          ACCOUNTING PERIOD SUMMARY                                     A/P  99   FY  99

 ORIGIN FACILITY CODE    XXX

 CONTRACT  |  DESTINATION  | TOTAL  | AVERAGE | NUMBER DAYS | NUMBER DAYS   | % UNDER MINIMUM | NUMBER DAYS  | % MAX REACH
  NUMBER   | FACILITY CODE | POUNDS | POUNDS  |  SUSPENDED  | UNDER MINIMUM |   A/P  |  YTD   | MAX REACHED  |   A/P  | YT
 XXXXXXXX  |      XXX      | 99,999 | 99,999  |     999     |      999      |   999  |  999   |     999      |   999  | 99
```

COMMENTS

EXHIBIT 22

U.S. POSTAL SERVICE	PROGRAM LAU670C0	PREPARED BY ST. LOUIS POSTAL DATA CENTER	SECTION 15	PAGE 65
REPORT LAYOUT	SYSTEM TITLE AIR CONTRACTING	SYSTEM IDENTIFICATION LAU	DATE ISSUED MM/DD/YY	DATE REVISED / /

COMMENTS	REPORT NAME LAU670P1	PAGE OF	CHANGE NOTICE NO. XXXYYY

```
  |  +   1   +   2   +   3   +   4   +   5   +   6   +   7   +   8   +   9   +   0   +   1   +   2   +   3
__|______0_______0_______0_______0_______0_______0_______0_______0_______0_______0_______0_______0_______0___
 0| DEST=9999,UT=UUUUUTTTT,CNTL=T
 1| 28 9902                                     U. S. POSTAL SERVICE                                DATE MM/DD/YY
 2| ST. LOUIS PDC                              AIR CONTRACTING SYSTEM                               TIME HH:MM:SS
 3| REPORT LAU670P1                MONTHLY LISTING OF U.S. POSTAL SERVICE IRREGULARITIES            PAGE 99999
 4|                                            SEGMENT AND SYSTEM CONTRACTS
 5|
 6|  REPORTING FACILITY CODE    XXX                      MONTH   99
 7|_____________________________________________________________________________________________________________
 8|    CONTRACTOR     |     FINAL      |    IRREGULARITY    |     NUMBER PIECES     |    WEIGHT (POUNDS)     |     DATE OF
 9|       CODE        |  DESTINATION   |        CODE        |     L/S   |  CONT.    |     L/S   |   CONT.    |   OCCURRENCE
10|___________________|________________|____________________|___________|___________|___________|____________|______________
11|       XXX         |      XXX       |         99         |   99,999  |           |  999,999  |            |      99/99/99
12|       XXX         |      XXX       |         99         |           |   99,999  |           |  999,999   |      99/99/99
13|                   |                |                    |           |           |           |            |
14|                   |                |                    |           |           |           |            |
15|                   |                |                    |           |           |           |            |
16|                   |                |                    |           |           |           |            |
17|                   |                |                    |           |           |           |            |
18|                   |                |                    |           |           |           |            |
19|                   |                |                    |           |           |           |            |
20|                   |                |                    |           |           |           |            |
21|                   |                |                    |           |           |           |            |
22|                   |                |                    |           |           |           |            |
23|                   |                |                    |           |           |           |            |
24|                   |                |                    |           |           |           |            |
25|                   |                |                    |           |           |           |            |
26|                   |                |                    |           |           |           |            |
27|                   |                |                    |           |           |           |            |
28|                   |                |                    |           |           |           |            |
29|                   |                |                    |           |           |           |            |
30|                   |                |                    |           |           |           |            |
31|                   |                |                    |           |           |           |            |
32|                   |                |                    |           |           |           |            |
__|__________________________________________________________________________________________________________
  |  +   1   +   2   +   3   +   4   +   5   +   6   +   7   +   8   +   9   +   0   +   1   +   2   +   3
__|______0_______0_______0_______0_______0_______0_______0_______0_______0_______0_______0_______0_______0___
   COMMENTS
```

EXHIBIT 23

U.S. POSTAL SERVICE	PROGRAM LAU610C0	PREPARED BY ST. LOUIS POSTAL DATA CENTER	SECTION 15	PAGE 54
REPORT LAYOUT	SYSTEM TITLE AIR CONTRACTING	SYSTEM IDENTIFICATION LAU	DATE ISSUED MM/DD/YY	DATE REVISED / /

COMMENTS	REPORT NAME LAU610P1	PAGE OF	CHANGE NOTICE NO. XXXYYY

```
    +    1    +    2    +    3    +    4    +    5    +    6    +    7    +    8    +    9    +    0    +    1    +    2    +    3
         0         0         0         0         0         0         0         0         0         0         0         0         0
DEST=9999,UT=UUUUUTTTT,CNTL=T
28 9902                                             U. S. POSTAL SERVICE                                              DATE MM/DD/YY
ST. LOUIS PDC                                        AIR CONTRACTING SYSTEM                                           TIME HH:MM:SS
REPORT LAU610P1                      AMF/GMF RECOMMENDED IRREGULARITIES WEEKLY SUMMARY REPORT                         PAGE 99999
                                                     SEGMENT CONTRACTS

   REGION    XX                            SERVICE WEEK ENDING    99/99/99

             | CONTRACT |    REPORTING     |                  |    DATE OF     |  IRREGULARITY  |  TOTAL PIECES  |  TOTAL POUNDS
   ORIGIN    |  NUMBER  |  FACILITY CODE   |   DESTINATION    |   OCCURRENCE   |      CODE      |  L/S  | CONT.  |  L/S   | CONT.

     XXX     | XXXXXXXX |       XXX        |       XXX        |    99/99/99    |       99       | 99,999|        |999,999 |
     XXX     | XXXXXXXX |       XXX        |       XXX        |    99/99/99    |       99       |       |   99   |        | 999,999
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |
             |          |                  |                  |                |                |       |        |        |

    +    1    +    2    +    3    +    4    +    5    +    6    +    7    +    8    +    9    +    0    +    1    +    2    +    3
         0         0         0         0         0         0         0         0         0         0         0         0         0
```

COMMENTS

EXHIBIT 24

U.S. POSTAL SERVICE	PROGRAM LAU615C0	PREPARED BY ST. LOUIS POSTAL DATA CENTER	SECTION 15	PAGE 55
REPORT LAYOUT	SYSTEM TITLE AIR CONTRACTING	SYSTEM IDENTIFICATION LAU	DATE ISSUED MM/DD/YY	DATE REVISED / /
COMMENTS	REPORT NAME LAU615P1	PAGE OF	CHANGE NOTICE NO. XXXYYY	

```
DEST=9999,UT=UUUUUTTTT,CNTL=T                                                                    DATE MM/DD/YY
28 9902                                           U. S. POSTAL SERVICE                              TIME HH:MM:SS
ST. LOUIS PDC                                         AIR CONTRACTING SYSTEM                        PAGE 99999
REPORT LAU615P1                     AMF/GMF RECOMMENDED IRREGULARITIES WEEKLY SUMMARY REPORT
                                                      SYSTEM CONTRACTS
                                             SERVICE WEEK ENDING    99/99/99
  REGION   XX

    REPORTING     ROUTE/       ORIGIN          FINAL        DATE OF      IRREGULARITY    TOTAL PIECES     TOTAL POUNDS
  FACILITY CODE    TRIP     FACILITY CODE   DESTINATION   OCCURRENCE        CODE          LOOSE SACK       LOOSE SACK

                                                            99/99/99          99             99,999          999,999
       XXX       XXX/XXXXX       XXX            XXX
```

COMMENTS

EXHIBIT 24A

U.S. POSTAL SERVICE	PROGRAM LAU370C0	PREPARED BY ST. LOUIS POSTAL DATA CENTER	SECTION 15	PAGE 17
REPORT LAYOUT	SYSTEM TITLE AIR CONTRACTING	SYSTEM IDENTIFICATION LAU	DATE ISSUED 09/20/83	DATE REVISED / /
COMMENTS	REPORT NAME LAU370P1	PAGE OF	CHANGE NOTICE NO. XXXYYY	

```
   |  +   1    +    2    +    3    +    4    +    5    +    6    +    7    +    8    +    9    +    0    +    1    +    2    +    3
   |       0         0         0         0         0         0         0         0         0         0         0         0         0
 0| DEST=9999,UT=UUUUUTTTT,CNTL=T                                                                                  DATE MM/DD/YY
 1| 28 9902                                  AIR CONTRACTING SYSTEM                                                TIME HH:MM:SS
 2| ST. LOUIS PDC                             U S POSTAL SERVICE
 3| REPORT LAU370P1                           SERVICE MAINTENANCE                                                  PAGE 99999
 4|                                    UNMATCHED SEGMENT ORIGIN REPORT
 5|
 6| DESTINATION FACILITY CODE    XXX
 7|
 8|    ORIGIN       CONTRACT  DISPATCH DATE  DISPATCH TIME  SCHEDULED      SCHEDULED       ACT TAG   WEIGHT  CONT  SERIAL
 9|FACILITY CODE   NUMBER    CLOSEOUT DATE  CLOSEOUT TIME  DELIVERY TIME  DELIVERY DATE   NUMBER    POUNDS  TYPE  NUMBER
10|-------------------------------------------------------------------------------------------------------------------------------
11|     XXX        XXXXXXXX    99/99/99         99:99          99:99        99/99/99      XXXXXXXX  99,999  XXXX  XXXXX
12|
13|
14|
15|
16|
17|
18|
19|
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21|
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23|
24|
25|
26|
27|
28|
29|
30|
31|
32|
   |  +   1    +    2    +    3    +    4    +    5    +    6    +    7    +    8    +    9    +    0    +    1    +    2    +    3
   |       0         0         0         0         0         0         0         0         0         0         0         0         0
```

COMMENTS

EXHIBIT 26

U.S. POSTAL SERVICE	PROGRAM LAU370C0	PREPARED BY ST. LOUIS POSTAL DATA CENTER	SECTION 15	PAGE 18
REPORT LAYOUT	SYSTEM TITLE AIR CONTRACTING	SYSTEM IDENTIFICATION LAU	DATE ISSUED 09/20/83	DATE REVISED / /
COMMENTS	REPORT NAME LAU370P2	PAGE OF	CHANGE NOTICE NO. XXXYYY	

```
  |    +    1    +    2    +    3    +    4    +    5    +    6    +    7    +    8    +    9    +    0    +    1    +    2    +    3
  |         0         0         0         0         0         0         0         0         0         0         0         0         0
 0| DEST=9999,UT=UUUUUTTTT,CNTL=T                                                                                        DATE MM/DD/YY
 1| 28 9902                                          AIR CONTRACTING SYSTEM                                              TIME HH:MM:SS
 2| ST. LOUIS PDC                                       U S POSTAL SERVICE
 3| REPORT LAU370P2                                    SERVICE MAINTENANCE                                                PAGE 99999
 4|                                        DAILY UNMATCHED ORIGIN RECORD REPORT
 5|                                                     SYSTEM CONTRACTS
 6|
 7| DESTINATION FACILITY CODE    XXX
 8|
 9|    ORIGIN      CONTRACT  TRF 1         TRF 2          DISPATCH DATE  DISPATCH TIME    SCHEDULED     ACT TAG   WEIGHT
10| FACILITY CODE  NUMBER    RT/TRIP       RT/TRIP        CLOSEOUT DATE  CLOSEOUT TIME  ARRIVAL TIME    NUMBER    POUNDS
11|--------------------------------------------------------------------------------------------------------------------------------------
12|    XXX         XXXXXXXX  XXX XXXXXXXX  XXX XXXXXXXX     99/99/99         99:99          99:99       XXXXXXXX   99,999
13|
14|
15|
16|
17|
18|
19|
20|
21|
22|
23|
24|
25|
26|
27|
28|
29|
30|
31|
32|
  |    +    1    +    2    +    3    +    4    +    5    +    6    +    7    +    8    +    9    +    0    +    1    +    2    +    3
  |         0         0         0         0         0         0         0         0         0         0         0         0         0
   COMMENTS
```

EXHIBIT 26A

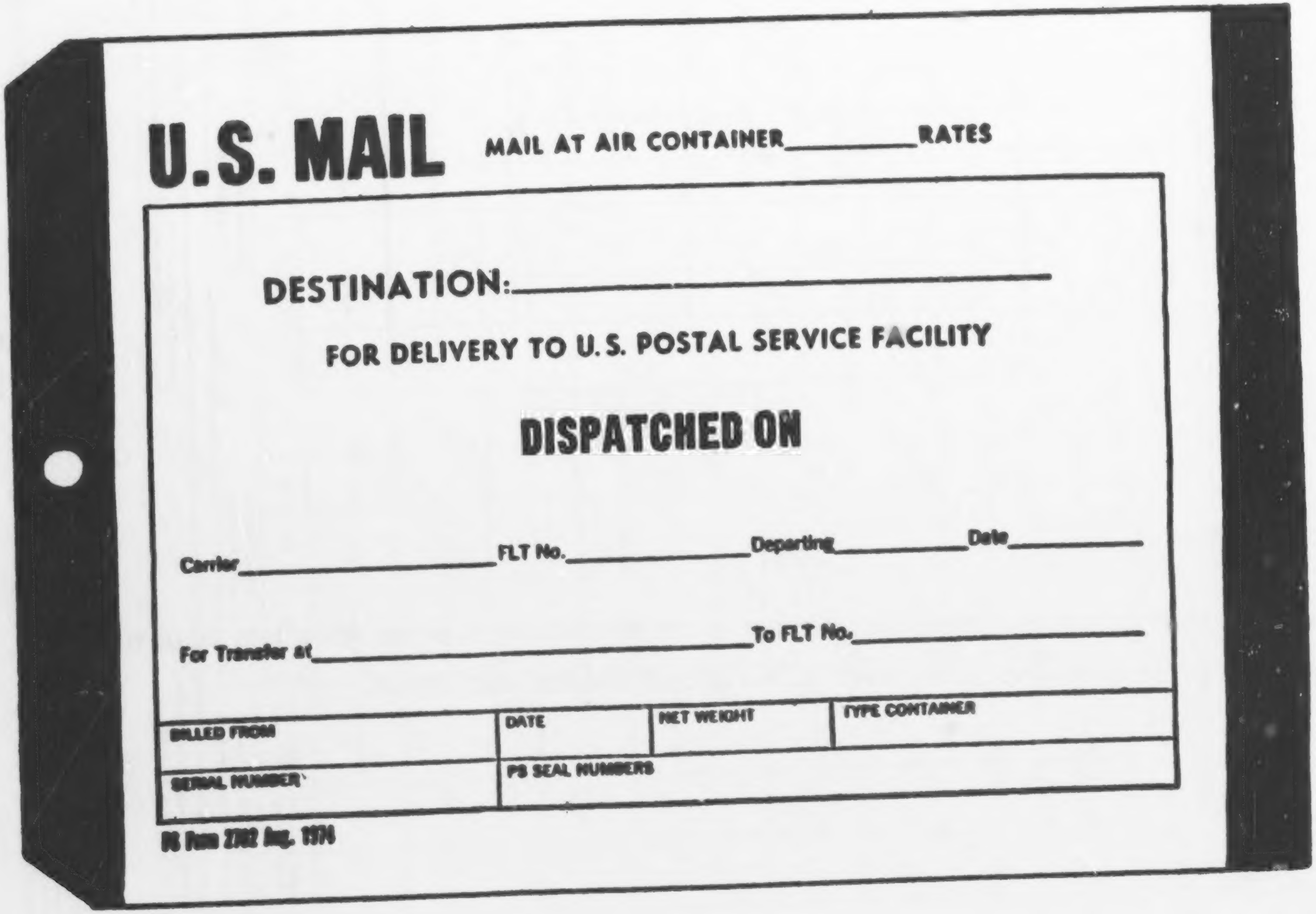
U.S. POSTAL SERVICE	PROGRAM LAU735C0	PREPARED BY ST. LOUIS POSTAL DATA CENTER	SECTION 15	PAGE 72
REPORT LAYOUT	SYSTEM TITLE AIR CONTRACTING	SYSTEM IDENTIFICATION LAU	DATE ISSUED MM/DD/YY	DATE REVISED / /

COMMENTS	REPORT NAME LAU735P1	PAGE OF	CHANGE NOTICE NO. XXXYYY

```
  |    +    1    +    2    +    3    +    4    +    5    +    6    +    7    +    8    +    9    +    0    +    1    +    2    +    3
__|_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0___
 0| DEST=9999,UT=UUUUUTTTT,CNTL=T
 1| 28 9902                                               U. S. POSTAL SERVICE                                       DATE MM/DD/YY
 2| ST. LOUIS PDC                                          AIR CONTRACTING SYSTEM                                    TIME HH:MM:SS
 3| REPORT LAU735P1                          AIR CONTRACTOR CONTAINER UTILIZATION REPORT                             PAGE 99999
 4|                                                     ACCOUNTING PERIOD SUMMARY
 5|
 6|   ORIGIN FACILITY CODE    XXX                                                                                  A/P  99   FY  99
 7|
 8|_____________________________________________________________________________________________________________________________________
 9|             |           |   CONTRACTED CONTAINERS   |   DISPATCHED CONTAINERS   |           |           |     NUMBER OF
10|             |  CONTRACT |___________________________|___________________________|   TOTAL   |  AVERAGE  | TIMES REQUIREMENT
11| DESTINATION |   NUMBER  |    TYPE     |   NUMBER    |    TYPE     |   NUMBER    |   WEIGHT  |   WEIGHT  |   WERE NOT MET
  |_____________|___________|_____________|_____________|_____________|_____________|___________|___________|____________________
12|     XXX     |  XXXXXXXX |    XXXX     |     99      |    XXXX     |     99      |  99,999   |  99,999   |        99
13|             |           |             |             |             |             |           |           |
14|             |           |             |             |             |             |           |           |
15|             |           |             |             |             |             |           |           |
16|             |           |             |             |             |             |           |           |
17|             |           |             |             |             |             |           |           |
18|             |           |             |             |             |             |           |           |
19|             |           |             |             |             |             |           |           |
20|             |           |             |             |             |             |           |           |
21|             |           |             |             |             |             |           |           |
22|             |           |             |             |             |             |           |           |
23|             |           |             |             |             |             |           |           |
24|             |           |             |             |             |             |           |           |
25|             |           |             |             |             |             |           |           |
26|             |           |             |             |             |             |           |           |
27|             |           |             |             |             |             |           |           |
28|             |           |             |             |             |             |           |           |
29|             |           |             |             |             |             |           |           |
30|             |           |             |             |             |             |           |           |
31|             |           |             |             |             |             |           |           |
32|             |           |             |             |             |             |           |           |
__|_____________________________________________________________________________________________________________________________________
  |    +    1    +    2    +    3    +    4    +    5    +    6    +    7    +    8    +    9    +    0    +    1    +    2    +    3
__|_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0_________0___
```

COMMENTS

EXHIBIT 27



U.S. MAIL MAIL AT AIR CONTAINER________RATES

DESTINATION:____________________

FOR DELIVERY TO U.S. POSTAL SERVICE FACILITY

DISPATCHED ON

Carrier____________FLT No.__________Departing________Date________

For Transfer at__________________To FLT No.____________

BILLED FROM	DATE	NET WEIGHT	TYPE CONTAINER
SERIAL NUMBER	PS SEAL NUMBERS		

PS Form 2702 Aug. 1974

Exhibit 28

REGISTRY UNIT RECORD OF FULL FUNCTION DATA ENTRY DEVICES (FFDED)

SERIAL NUMBER	DATE RECEIVED	TIME RECEIVED	EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE RETURNED	TIME RETURNED	RECEIVING EMPLOYEE NAME	RECEIVING EMPLOYEE SIGNATURE

FULL FUNCTION DATA ENTRY DEVICES (FFDED) WILL BE KEPT IN THE REGISTRY UNITS OF THE RESPECTIVE FACILITIES.

ACCOUNTABILITY WILL BE MAINTAINED AT ALL TIMES BY USE OF THIS REGISTRY UNIT RECORD.

Exhibit 29

AV 7

Postal administration of origin
Office of origin of the AV 7 bill

UNITED STATES OF AMERICA

AV 7 Number________________

DELIVERY BILL
Airmails

Office of destination of the AV 7 bill Bureau destinataire	Date of departure Date du depart
Airport of direct transhipment Aeroport de transbordement direct	Carrier, Flight and Routing Compagnie Aérienne Ligne

Dispatch No. N° dela Depêche	Office of Origin Bureau d'origine	Office of Destination Bureau destinataire	Number of Bags Nombre des sacs				Gross Weight of Bags Poids brut des sacs, etc.								Remarks Observations
			LC	AO	CP	M	LC		AO		CP		M		
							Kg	G	Kg	G	KG	G	KG	G	
TOTALS TOTAUX															

Stamp of dispatching office Timbre du bureau expediteur	The official of the airport or airline L'Agent de l'aeroport ou de la compagnie aerienne	Stamp of office of destination Timbre du bureau de destination Signature of official Signature de l'agent

Exhibit 30

Management Instruction

Date Issued 6-8-82

Filing Number EL-810-82-6

Effective Date Immediately

Obsoletes N/A

Originating Organization & OCC Code Employee Relations Department ER1

Title Hazardous Materials Spill or Leak Standard Operating Procedures

Signature
Nancy L. George, APMG
Employee Relations Department

I. Explanation

A. This Instruction provides policy guidance on implementation of and elements essential to a Standard Operating Procedure (S.O.P.) for dealing with spills or leaks of hazardous material. Management sectional centers III thru VI, bulk mail centers, airport mail facilities, large independent post offices, and other facilities designated by regional postmasters general must establish a written S.O.P. in conformance with the criteria set forth in this Instruction. Other facilities will follow procedures as outlined in Publication 52, Acceptance of Hazardous, Restricted, or Perishable Matter, Sections 240 and 250.

B. Publication 52 provides general guidance on handling hazardous materials and emergency situations. Some items which are mailable can be hazardous, and many items are mailed inadvertently or intentionally which present a hazard to postal employees. In the larger facilities management officials must designate personnel to control spills and leaks and provide training, personal protective equipment, and other resources to handle spills and leaks of hazardous materials.

II. Responsibilities

A. Regional postmasters general are responsible for implementation of this instruction. They will designate facilities which require a Hazardous Materials S.O.P. in accordance with this Instruction.

B. Installation heads at designated facilities will develop a hazardous materials S.O.P. based on criteria in this Instruction and the attached checklist. Implementation of the S.O.P., to include training, procurement of protective equipment, exhaust ventilation, and other criteria will be accomplished as soon as practicable. Management officials at smaller nondesignated facilities will familiarize employees with Sections 240 and 250 of Publication 52 and ensure continued employee awareness. All facilities will utilize the Hazardous Materials Incident Report in Appendix I. This form will be used to report incidents involving hazardous materials to the Office of Safety and Health, Headquarters. It is for trend analysis and does not supersede the requirements to complete postal accident forms.

C. Regional directors, employee and labor relations, will monitor establishment of the facility S.O.P.'s and provide technical guidance through regional safety and health personnel. Local postal safety and health personnel will provide assistance with hazard identification, use of protective equipment, and other precautions.

III. Criteria

A. Publication 52 provides guidelines, along with specific mailability standards, for categories of harmful materials which present significant

Distribution
Headquarters, Headquarters Administrative Supporting Facilities, Regions, Districts, Management Sectional Centers, and Bulk Mail Centers.

Special Instructions
You may photocopy, but do not paraphrase or rewrite any of this Instruction.

Organizations listed under distribution may order additional copies. Use Form 7380, Requisition for Supplies; specify the Filing Number; and submit to the Eastern Area Supply Center.

Exhibit 31

danger or are frequently presented for mailing. These criteria set forth procedures, equipment, and resources to deal with substances and quantities that may be handled without advanced training and expertise but can still be a danger to employees. Handling of explosives, highly toxic, or radioactive materials should be immediately referred to specially trained personnel as identified under "III. C. 2," or in Publication 52.

B. General Procedures

1. Large quantity spills will be contained and isolated as soon as possible. Where applicable, appropriate containers will be used to enclose and transport leaking containers. Injured or exposed personnel will receive immediate medical attention. Quick drenching of eyes and skin is essential with many accidental contacts.

2. The designated hazardous materials control personnel will determine: 1) the nature of the contaminant; 2) personal protective equipment required; 3) special precautions to be taken (evacuation, notification of government agencies); 4) cleanup and disposal techniques to be used.

3. Small quantities of leaking containers should be isolated and transported in appropriate containers to prevent further contamination. Equipment to protect eyes, skin, and clothing will be worn.

4. Handling to identify or rewrap the contents of a package will be conducted under local exhaust ventilation. Storage for rewrap or disposal will be in appropriate containers (if required) in an approved area. (See III. C. 4 "Facilities")

5. Other procedures outlined in Publication 52, Sections 240 and 250 should be followed as required (e.g. notification of Inspection Service.)

6. An incident report will be filed (See Appendix I).

C. Equipment and Resources

Equipment and resources must be available to:

(1) protect employees, (2) identify hazardous properties and precautions to be taken, (3) enclose and transport leaking containers for disposal or rewrap, and (4) clean and decontaminate facilities, other mail, and equipment.

1. Personal Protective Equipment

a. Personnel designated to handle or dispose of leaking containers or clean up and decontaminate spills must be provided with protective equipment. These should include: (1) chemical splash face shield and goggles (to meet ANSI standards); (2) neoprene full-length apron or equal; (3) rubber boots or equal; (4) neoprene gloves affording forearm protection or equal.

b. An eye lavage and safety shower meeting ANSI Z358.1 standards must be located in the immediate area of the rewrap operation or where the leaking containers are frequently handled.

c. Respiratory protection may be provided at the discretion and under the guidance of local safety and medical personnel. Respirators will not be supplied to work in atmospheres which may be immediately dangerous to life or health; instead evacuate the area and call for expert help (i.e. fire department) for rescue and cleanup in such atmospheres.

d. All personal protective equipment must be stored in a location which is accessible and keeps the equipment clean and in good repair.

2. Identification of Hazardous Properties

a. Resources should be available so that designated hazardous materials control personnel may identify hazardous properties of materials. Section 255.1 of Publication 52 lists organizations which may be contacted in a chemical spill emergency, especially CHEMTREC. However, supportive material should be available at the facility. Examples are:

(1) "Chemical Hazard Fact Finder," (129.78.9) National Safety Council, Chicago, IL 60611.

(2) "NIOSH Pocket Guide to Chemical Hazards," 78-102. HEW-NIOSH, Cincinnati, Ohio 45226 or Government Printing Office.

(3) "National Fire Protection Association Code, Vol. 13," or "Fire Protection Guide on Hazardous Materials," Seventh Edition dealing with hazardous materials. NFPA, Boston, Massachusetts 02210.

(4) "Hazardous Materials Response Guide (DOT)," 1980 Department of Transportation, Materials Transportation Bureau, Washington, DC 20590.

b. Local fire department, rescue, police, poison control center, and local health department sources will be identified for possible consultation. Phone numbers and other resources will be in a convenient designated area and known to responsible individuals.

3. Containment

An adequate number of containers must be available which are fireproof, impervious to caustic materials, and capable of transporting materials from spill sites to designated disposal areas. Bench cans, oily waste cans, and similar devices may be applicable. A variety of these cans are available which meet OSHA/DOT and NFPA requirements.

4. Facilities

a. There will be a designated marked area for handling leaking containers. In most facilities, the rewrap area is the logical choice. In addition to an eye lavage and shower, local exhaust ventilation must be provided at the location sufficient to capture vapors, gases, fumes, or dust from leaking packages. Benches or tables should be easily cleaned and drained into approved containers. Disposal will be accomplished under the guidance and approval of the local Environmental Protection Agency (EPA) office. Chemicals will not be mixed. Frequent cleaning will be required. As an alternative, a chemical fume hood, with or without drain (check local plumbing/disposal codes), can be installed to provide an exhaust volume of 100 cubic feet per minute per square foot of door area. The hood or table where leaking containers are handled will have a dedicated exhaust system discharging at least 10 feet above the roof or in another approved manner.

b. The hood or table is strictly for handling and temporary storage of suspect items. It must not become a storage locker. Acids, bases, solvents, and oxidizing or reducing agents will be separated.

c. Where necessary, outside flammable and hazardous storage areas will be established in compliance with 29 CFR 1910.106, Flammable and Combustible Liquids.

d. Ultimate disposal of hazardous materials must be carried out under strict supervision. Where required, federal and local regulations must be followed. Local solid waste management offices of state governments or the Environmental Protection Agency may be consulted.

5. Cleaning/Decontamination

a. Provisions must be made for cleaning or decontamination of equipment or facilities. Adequate personal protective equipment must be worn, and approved cleaning methods must be followed.

b. Spill cleanup kits for a variety of materials are available commercially. For example, J.T. Baker Company, 222 Red School

Lane, Phillipsburg, New Jersey 08865, (201) 859-2151, sells kits for solvents, acids, caustics, and mercury. "Spill Control Pillows" are available through Lab Safety Supply Company, 3430 Palmer Drive, Janesville, Wisconsin 53545, (800) 356-0783. EnSafe, Post Office Box 34207, Memphis, Tennessee 38134, (901) 372-7962, markets a multipurpose solidification agent for liquid spill cleanup.

At a minimum, commercial non-organic drying agents (shop use), sand, and vermiculite must be available.

6. First Aid

   a. The medical unit must be contacted immediately in the event of injury, inhalation, or contact with hazardous materials. If there is no medical or health unit available, apply minimum first aid measures until the person can be seen as soon as possible by a physician.

   b. In all cases of injury involving hazardous substances, the employee must be examined by a physician and be cleared before returning to duty.

7. Training

   a. Individuals designated to manage spills and leaks must receive training. Training may be accomplished through postal-developed instruction, private sector courses, or courses on hazardous materials offered by government agencies (e.g. Department of Transportation, OSHA, NIOSH).

   b. Personnel assigned to rewrap, cleanup, and similar duties must be instructed on precautions in handling hazardous materials and use of personal protective equipment.

   c. In addition, all employees should receive awareness training. During initial employee orientation, refresher courses, safety talks, and through pamphlets and posters, all affected employees will be appraised of the hazardous materials S.O.P. and basic action to be taken in the event of spills and leaks. In facilities not designated as requiring an S.O.P., employees will be acquainted with Publication 52.

8. Checklist

   Use the checklist in Appendix II for developing and evaluating hazardous materials handling S.O.P.'s.

Complete form by the end of the tour & mail by close of business. You must also complete postal accident forms.

U.S. Postal Service **Hazardous Material Incident Report**	This form is to be completed by the Facility Manager or Tour Superintendent. Mail this completed form to: Office of Safety & Health/USPS/475 L'Enfant Plaza, SW, Room 9846/ Washington, DC 20260. Use reverse for additional comments.

A. Incident Description

Date & Time of Incident	
Name & Type of Facility	Location of Incident ☐ Workroom Floor ☐ Dock Area ☐ Surface Vehicle ☐ Aircraft ☐ Rewrap ☐ Other (Specify)
Type of Incident ☐ Fire ☐ Explosion ☐ Radioactive ☐ Leaking Corrosive ☐ Noxious Odor ☐ Other (Specify)	Cause of Incident ☐ Damage in Handlin ☐ Internal Pressure ☐ Defective Closure ☐ Inadequate Pkging ☐ Failure Of Inner Receptacle ☐ Other (Specify)
Briefly Describe the Facts of the Incident (Use reverse if necessary)	

B. Packing Information

Class & Type of Mail ☐ Priority ☐ Third-Class ☐ MMO ☐ Express ☐ Fourth-Class ☐ Regular	Mailer's Name & Address	Addressee's Name & Address
Content Description (See Pub. 52, Chapter 3) ☐ Liquid ☐ Gas ☐ Solid ☐ Powder Hazard Class: ________ Material Name: ________ Shipper's Certificate Affixed? ☐ Yes ☐ No	Package Dimensions Length ______ Width ______ Depth ______ Material ______	

C. Damage/Injury Summary (USPS Employee? ☐ Yes ☐ No)

Personnel Injured	How Seriously?	Est. Prop. Damage	Clean-up (# of hrs)	Est Work Hrs	Other Costs (Specify)
		$		$	

D. Follow-Up Action

Describe Follow-up/Preventive Action Taken or Planned (Use reverse if necessary)

E. Report Originator

Printed Name & Signature	Address	
Title	Phone	Date

PS Form 1770, May 1982

CHECKLIST FOR DEVELOPING AND EVALUATING A HAZARDOUS MATERIALS HANDLING S.O.P.

1. Line of Administration Clearly Defined:

a. One individual has overall responsibility.
b. He/she has an alternate.
c. Individual(s) are designated to make decisions in the event of spills.
d. Individual(s) are designated to handle leaking or spilling materials.
e. All people involved are aware of their responsibilities.

2. Procedures Clearly Specified:

a. --for immediate isolation of leaks or spills,
b. --for notification of specified responsible personnel.
c. --for providing medical attention.
d. --for designated individuals to determine the nature of the contaminant and the protective measures to be taken.
e. --for protective equipment to be provided and worn asrequired.
f. --for leaking packages to be moved to storage or handled under local exhaust ventilation.
g. --for Publication 52 requirements to be followed.
h. --for disposal of materials in accordance with local/EPA regulations.
i. --for incident reports to be available and completed when appropriate.

3. Equipment and Resources Ready:

a. Is the following equipment on hand?

(1) chemical splash face-shield and goggles
(2) neoprene gloves or equivalent
(3) neoprene apron, full length
(4) rubber boots or equivalent

b. Are eye lavage and safety shower properly located and functioning?

c. Are appropriate containers on hand to transport leaking containers?

d. Are texts on hazardous materials on hand?

e. Are phone numbers posted as appropriate:

(1)--for fire department, rescue, and police?
(2)--for poison control center?
(3)--for CHEMTREC?
(4)--for local OSHA?
(5)--for Regional Safety and Health Branch?

f. Are spill clean-up chemicals/absorbents provided?

g. Is personal protective equipment stored properly?

4. Facilities in Shape:

a. Is the location where leaking containers are handled equipped with exhaust ventilation or chemical fume hood with a dedicated exhaust?

(1)--Is a table/hood located in rewrap area?
(2)--Is the table/hood drained according to local/Federal environmental regulations?

b. Where necessary, is an outside flammable/hazardous material storage area provided in accordance with CFR 1910.106?

5. Training Provided:

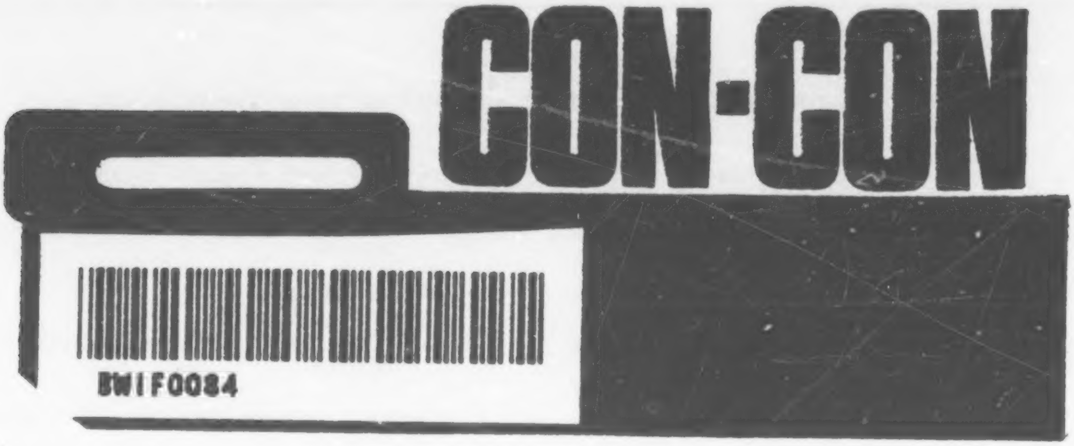
a. Program awareness:

(1)--Are all personnel in building aware of the existence and nature of the program?
(2)--Are the individuals responsible for elements of the program aware of the total program and of their responsibilities?
(3)--Are there signs, posters, and the like to reinforce program awareness?

b. Hazardous materials handling:

(1)--Have hazardous materials control personnel received technical training?
(2)--Have employees required to handle hazardous material received training on safety in such handling and in wearing protective equipment?

PS Tag 1
March 1972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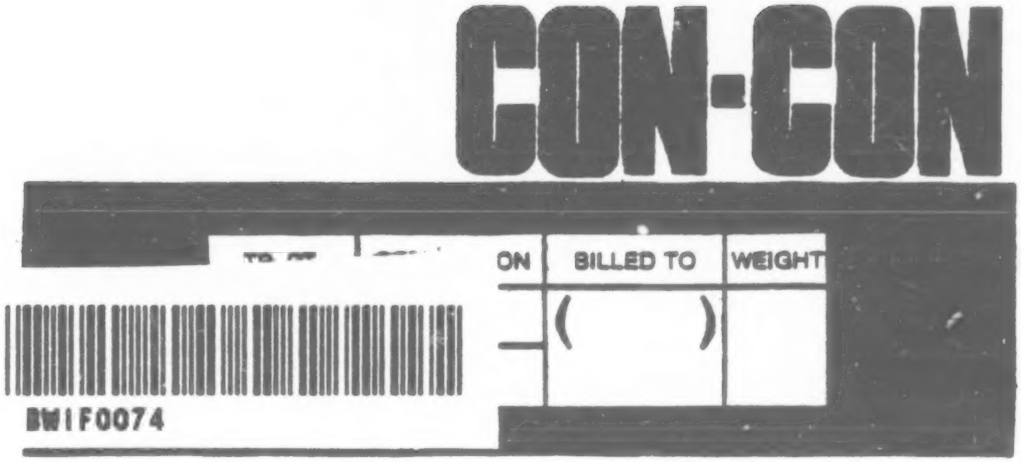
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Exhibit 32

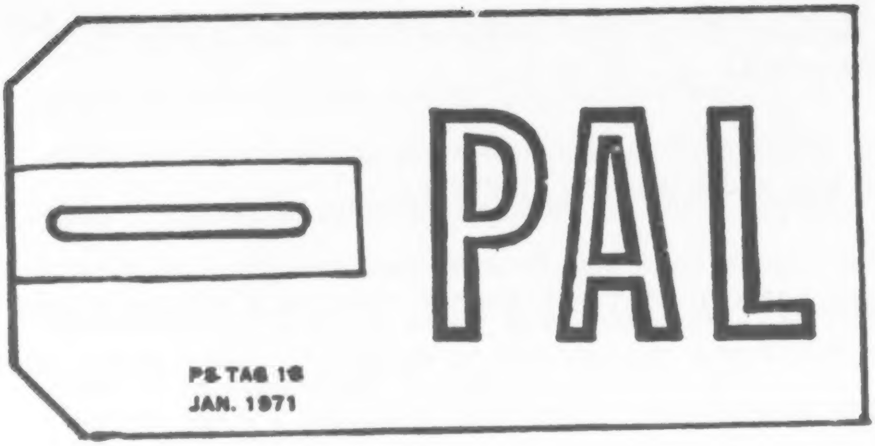
PAL
PS-TAG 16
JAN. 1971

Exhibit 33

THE FOLLOWING IS A SET OF INSTRUCTIONS PERTAINING TO THE REPORTING FACILITY FILE UPDATE.

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY, AND ONLY CHANGE WHAT IS NECESSARY. IF YOU MISTAKENLY ALTER ANY INFORMATION WITHIN THE REPORTING FACILITY FILE UPDATE, YOU WILL AFFECT THE ABILITY OF YOUR COMPUTER TO TRANSMIT AND RECEIVE DATA FROM THE ST. LOUIS HOST COMPUTER!! PRESS ONLY THE RETURN KEY FOR ALL OTHER RESPONSES, EXCEPT WHEN ASKED TO EXIT OR CHANGE AT THE VERY END. THEN YOU MUST HIT AN (E) TO EXIT.

INSTRUCTIONS FOR MICRO AND 11/23 SITES:

YOU MUST ENTER @RFFUPD AT THE HARDCOPY CONSOLE & FOLLOW SCREEN PROMPTS. DO NOT ENTER THE QUOTATION MARKS ("), ONLY ENTER WHAT IS BETWEEN THE QUOTATIONS. WHENEVER BRACKETS () ARE SHOWN BETWEEN QUOTATION MARKS, USE YOUR SQUARED BRACKETS KEYS.

THE SYSTEM WILL NOW DISPLAY YOUR CURRENT FACILITY UPDATE FILE INFORMATION AND ASK YOU FOR THE FOLLOWING RESPONSES:

```
    ENTER E (EXIT) C (CHANGE)
```

YOU MUST TYPE JUST THE LETTER "C"

EXHIBIT 34

THE FOLLOWING RESPONSES WILL BE PROMPTED ON THE CONSOLE--PRESS THE "RETURN" KEY WITHOUT MAKING ANY ENTRIES AFTER EACH RESPONSE. IT IS IMPORTANT TO SIMPLY PRESS THE RETURN KEY AFTER EACH RESPONSE TO MAINTAIN THE EXISTING DATA.

ACDCS REPORTING FACILITY FILE UPDATE

1. ENTER REPORTING FACILITY (AMF) CODE (3 CHARACTER)
2. ENTER LOCATION NAME (UP TO 20 CHARACTERS)
3. ENTER # OF COPIES OF MANIFEST TO BE PRINTED AT CLOSE-OUT TIME *****ENTER EITHER A NUMBER "1" OR A LETTER "A"****** (ENTER "1" IF ONLY ONE COPY OF MANIFEST SHOULD BE PRINTED. ENTER "A" IF ALL COPIES OF MANIFEST SHOULD BE PRINTED.
4. ENTER # OF COMPUTERS AT LOCATION (1,2, OR 3)
5. ENTER DEC. COMPUTER MODEL (44,23, OR MICRO)
6. ENTER DATA TRANSFER METHOD (H FOR HASP, B FOR BISYNCH)
7. ENTER STLPDC ASSIGNED REMOTE ID (3 DIGIT NUMBER)
8. ENTER AUTODIAL PHONE NUMBER (UP TO 16 CHARACTERS) ENTER $ TO ERASE THE CURRENT PHONE NUMBER
9. ENTER LAST CLOSEOUT REBUILD DATA (6 DIGITS, MMDDYY)
10. ENTER LAST CLOSEOUT REBUILD TIME (4 DIGITS, HHMM)
11. ENTER NEXT CLOSEOUT REBUILD DATE (6 DIGITS, MMDDYY)
12. ENTER NEXT CLOSEOUT REBUILD TIME (4 DIGITS, HHMM)
13. ENTER SACK SORTER INDUCTION DELAY TIME (3 DIGITS, 000-600)
14. ENTER SACK SORTER RELAY PULSE WIDTH (3 DIGITS, 001-600)

THE SYSTEM WILL NOW DISPLAY THE FACILITY FILE INFORMATION AGAIN, WITH THE CHANGES MADE, AND WILL ASK YOU FOR THE FOLLOWING RESPONSE:

ENTER E (EXIT) C (CHANGE)
TYPE IN JUST A LETTER "E"

YOU MUST SIMPLY PRESS THE RETURN KEY IN RESPONSE TO SYSTEM PROMPTS. HITTING ANY KEYS OTHER THAN THE RETURN KEY AT THIS POINT COULD RESULT IN CHANGING YOUR SITE's BISYN PASSWORD, AND RESULT IN THE LOSS OF DATA TRANSFER ABILITY WITH THE ST. LOUIS HOST COMPUTER.

YOUR SYSTEM HAS BEEN CHANGED TO REFLECT THE NEW DATA. YOU MAY RESTART THE APPLICATION BY ENTERING @ACDCSTART.

INSTRUCTIONS FOR 11/44 SITES ONLY:

YOU MUST ENTER THESE COMMANDS AT THE HARDCOPY CONSOLE. DO NOT ENTER THE QUOTATION MARKS ("), ONLY ENTER WHAT IS BETWEEN THE QUOTATIONS. WHENEVER BRACKETS () ARE SHOWN BETWEEN QUOTATION MARKS, USE YOUR SQUARED BRACKETS KEYS.

A. FIRST STOP THE APPLICATION BY DOING THE FOLLOWING

ENTER "PASSWORD: (AND HIT RETURN)
ENTER "ACDCS" (AND HIT RETURN)
ENTER "STOP" (AND HIT RETURN)

B. EXIT MCP BY DOING THE FOLLOWING

ENTER "PASSWORD" (AND HIT RETURN)
(SYSTEM RESPONDS WITH "ENTER ACDCS AUTHORIZATION CODE")
ENTER "ACDCS" (AND HIT RETURN)
(SYSTEM RESPONDS WITH 'CURRENT TIME AND DATE AND MCP>')
ENTER "GNIXL" (AND HIT RETURN)
(SYSTEM RESPONDS WITH 'SAY FRIEND AND ENTER')
ENTER "FRIEND" (AND HIT RETURN)
(SYSTEM RESPONDS WITH '>')

C. ENTER "CHD 100,210' (HIT RETURN KEY)

D. ENTER @RPFUPD (HIT RETURN KEY)

THE SYSTEM WILL NOW DISPLAY YOUR CURRENT FACILITY UPDATE FILE INFORMATION AND ASK YOU FOR THE FOLLOWING RESPONSE:

ENTER E (EXIT) C (CHANGE)

YOU MUST TYPE JUST THE LETTER "C"

THE FOLLOWING RESPONSES WILL BE PROMPTED ON THE CONSOLE-- IT IS IMPORTANT TO SIMPLY PRESS THE RETURN KEY AFER EACH RESPONSE TO MAINTAIN THE EXISTING DATA.

1. ENTER REPORTING FACILITY (AMF) CODE (3 CHARACTER)
2. ENTER LOCATION NAME (UP TO 20 CHARACTERS)
3. ENTER # OF COPIES OF MANIFEST TO BE PRINTED AT CLOSE-OUT TIME *****ENTER EITHER A NUMBER "1" OR ALETTER "A"******

   (ENTER "1" IF ONLY ONE COPY OF MANIFEST SHOULD BE PRINTED. ENTER 'A' IF ALL COPIES OF MANIFEST SHOULD BE PRINTED.
4. ENTER # OF COMPUTERS AT LOCATION (1,2, OR 3)
5. ENTER DEC. COMPUTER MODEL (44,23, OR MICRO)
6. ENTER DATA TRANSFER METHOD (H FOR HASP, B FOR BISYNCH)
7. ENTER STLPDC ASSIGNED REMOTE ID (3 DIGIT NUMBER)
8. ENTER AUTODIAL PHONE NUMBER (UP TO 16 CHARACTERS) ENTER $ TO ERASE THE CURRENT PHONE NUMBER
9. ENTER LAST CLOSEOUT REBUILD DATA (6 DIGITS, MMDDYY)
10. ENTER LAST CLOSEOUT REBUILD TIME (4 DIGITS, HHMM)
11. ENTER NEXT CLOSEOUT REBUILD DATE (6 DIGITS, MMDDYY)
12. ENTER NEXT CLOSEOUT REBUILD TIME (4 DIGITS, HHMM)
13. ENTER SACK SORTER INDUCTION DELAY TIME (3 DIGITS, 000-600)
14. ENTER SACK SORTER RELAY PULSE WIDTH (3 DIGITS, 001-600)

THE SYSTEM WILL NOW DISPLAY THE FACILITY FILE INFORMATION AGAIN, WITH THE CHANGES MADE, AND WILL ASK YOU FOR THE FOLLOWING RESPONSE:

ENTER "E" (EXIT) OR "C" (CHANGE)
TYPE IN JUST A LETTER "E"

HITTING ANY KEYS OTHER THAN THE RETURN KEYS AT THIS POINT COULD RESULT IN CHANGING YOUR SITES BISYNC PASSWORD, AND RESULT IN LOSING DATA TRANSFER ABILITY WITH THE ST. LOUIS HOST COMPUTER. YOUR SYSTEM HAS NOW BEEN CHANGED TO REFLECT THE NEW DATA. BRING THE SYSTEM BACK UP WITH THE FOLLOWING INSTRUCTION.

A. THE SYSTEM SHOULD NOW BE RETURNED TO MCP BY ENTERING THE FOLLOWING COMMAND:

   "SET /CLI=TTO:MCP" (HIT RETURN KEY)

   NOTE: 0 IS A NUMERIC ZERO

B. ENTER "ACDCS" (HIT RETURN KEY)

C. NOW ENTER THE WORD "START" IN ORDER TO REINITIALIZE THE APPLICATION PROCESSING.

INDEX

A. Accidents 434i
ACDCS Contingencies 920
Air Contract Data Collection System (ACDCS) 343.
ACT Tag 341.3 345.3
Adjustments to Pay Chapter 8
Administrative Official 233
Air Container Service 341.5 344
Air Contract Transportation Manifest 347 447
Airport Mail Facility Review 750
Alternate Transportation 362 460
AMF and Air Stop Point Visits 750
AMF Operations Manager 233 532
Amendment to Contract 420g
Appeals 331.3
Automated Data Processing Equipment (ADPE) 343 444

B. Billing Document 347 447
Boarding Priorities 420h
  Exceptions (Sensitive Cargo) 420j
Bypass Operations 970

C. Closeout Time 343.3 444.3
Communication with St. Louis PDC 376 477
Compensation 320 420b
Con Con 351 451
Container Assignment 344
Contract Administration 390 490
Contract Assignment 343 444
Contract Changes 393 493
Contract Compliance 380 480
Contract Files 392 492
Contract Pay Adjustments Chapter 8
Contracting Officer (CO) 220 491

INDEX

Contracting Officer Representatives (COR) 230
  GMLD 231
  TMO Manager 232
Contractual Terms 320 420

D. Damaged ACT Tag 373 473
Damage to Mail
Data Transfer 972.12
Delayed Delivery 381.3 481.3
Delivery, Tender, Transfer Times 420g 521
  Procedures for Establishing 522
Delivery Tolerances 375.5 475.5
Destination Records 372.42 373.3
Dispatch of mail 340 440
Dispatching Excess Mail 360
Distribution of Contracts 491
Dry Ice 352.14 452.24

E. Emergency Contracts 363
Error Reports 376.2 476.2
Exceptional Procedures Chapter 9
Excess Mail 360
Exemptions for Boarding 420j
Express Mail 356 456

F. Field Reassignment 922
Form 7440 Exhibit 6
Frequencies Used on Air Schedules 720

G. General Managers, Logistics Division 231
Glossary Appendix A
Ground Handling Times 510
  Establishing Delivery Times 520
  Surveys and Tests 524

INDEX

H.	Hazardous Materials	352	452
I.	Incoming Operations	372	472
	Induction Point - AMF/GMF	342.1	443
	Integrated Sites	940	
	International Mail	355	455
	Irregular Operations	921	
	Irregularities		
	Delayed Delivery	381.44	481.44
	Failure to Notify	481.47	
	Failure to Pickup	381.46	
	Failure to Protect	381.45	481.45
	Failure to Transfer	481.46	
	Misrouting	381.43	481.43
	Refusal	381.42	481.42
	Irregularity Procedures	382	482
	Isotopes	352.25	452.25
L.	Labeling	343	444
	LAVO	376	
	Limited Dispatch Facilities	950	
	List of AMFs by Type	742.3	
	Loose Sack Assignment	345	
M.	Mail Processing Unit (MPU)	341.1	442.1
	Mail Requiring Special Handling	350	450
	Maintenance	975	
	Military Mail	355	455
	Minimum/Maximum Weights	320.b	346
	Misassignment	923	
	Mishandling of Mail	See Irregularities	
	Misrouting	381.43	481.43
	Missing ACT Tag	373	473

INDEX

Monitoring Contract Weights 346 446
Multiple Service 320 h

N. National Air and Surface System (NASS) 343

O. Operational Data Chapter 7
Organizational Structure 210
Origin Data Report 375.3

P. PAL Mail 354 454
Pay Adjustments Chapter 8
Penalties 382.23 482.43
Performance Reports 383.1 483
Perishable Mail 353 453
Pickup of Mail 332
Postal Service Responsibilities 332
Postmaster 233
Priority of Mail 420(h)
Protection of Mail 381.45 481.45

Q. Quality Control 383.1 483.1

R. Ramp Operations 531
Receiving Mail 370 470
Record Matching Process at St. Louis PDC 375 475
Reference Library 980
Refusals 381.42 481.42
Registered Mail 351 451
Remote Sites 960
Renegotiated Maximum Weight 346.7
Reporting Problems 974
Responsibilities
  Administrative Official 233
  Contracting Officer 220
  Contractor 333 433
  General Manager, Logistics Division 231

INDEX

    TMO Manager 232
    US Postal Service 331 431
  Review Meetings 382.14 382.21 482.14 482.3h

S. Safety 534
  security 973
  Segment Contracting 310
  Sortation and Staging of Mail 341.4 442.4
  Space Available 420h
  Subcontracting 320.g
  Suspension 394.2 494.2
  System Console Log 972
  System Contracting 410
  System Management 970

T. Temporary Maximum Weight 381.424(b) 481.424(b)
  Tender of Mail to Contractors 348 448
  Termination 394.1 494.1
  Tieout of Mail 341.2 442.2
  TMO Manager 232 382 482.2
  Training Chapter 6
  Transfers 441
  Transmission of Data to St. Louis PDC 374 474
  Transport to Air Contract Dispatch Unit 443
  Two Letter State Abbreviations 730

U. Unclassified AMFs 742
  USPS Irregularities 381.47 481.48

V. Verification Procedures 372 472

W. Window of Service 320.e

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